

SERIAL 10086 RFP JANITORIAL SERVICES
Contract – Varsity Contractors Inc.

DATE OF LAST REVISION: May 2, 2011

CONTRACT END DATE: February 28, 2014

CONTRACT PERIOD THROUGH FEBRUARY 28, 2014

TO: All Departments
FROM: Department of Materials Management
SUBJECT: Contract for **JANITORIAL SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 15, 2010 (Eff. 03/01/11)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Chief Procurement Officer
Materials Management

CH/mdm
Attach

Copy to: Materials Management
Richard Crago, Facilities Management

(Please remove Serial 06021-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

This Contract is entered into this 15th day of December, 2010 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Varsity Contractors, Inc., Inc., an Idaho corporation ("Contractor") for the purchase of janitorial services.

1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of three (3) years, beginning on the 1st day of March 2011 and ending the 28th day of February 2014.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

2.0 FEE ADJUSTMENTS:

Any request for a fee adjustment must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit A.
- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.
- 3.3 **INVOICES:**

3.3.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract serial number
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service or delivery

- Quantity
- Description of service provided
- Pricing per unit of service
- Extended price
- Total Amount Due

3.3.2 Invoices for base contract service shall be submitted by the Contractor to the County department monitoring the services:

3.3.2.1 For PUBLIC WORKS sites:

Maricopa County
Public Works
Accounts Payable
2222 S. 27th Ave.
Phoenix, AZ 85009

3.3.2.2 For FMD sites:

Facilities Management Department
Accounts Payable
401 Jefferson St.
Phoenix, AZ 85003

3.3.2.3 For Assessor sites:

Maricopa County Assessor
301 Jefferson St. #330
Attention: Maxine Thorpe
Phoenix, AZ 85003

3.3.2.4 For Library sites:

Maricopa County Library District
Accounts Payable
2700 Central Ave. Suite 700
Phoenix, AZ 85004-1140

3.3.2.5 For Court and Probation sites:

Deputy Court Administrator
Attention: Hugh Gallagher
125 W. Washington St.
Phoenix, AZ 85003

3.3.3 The Porter Sign-In log must accompany monthly invoice, otherwise, payment may be withheld until the corrected documentation is submitted. All monthly services must be provided first, and then invoiced at the beginning of the next month.

3.3.4 Problems regarding billing or invoicing shall be directed to the County using agency as listed on the Purchase Order.

3.3.5 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/)

- 3.3.6 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.4 TAX: (SERVICES)

- 3.4.1 No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

3.5 TAX: (COMMODITIES)

- 3.5.1 Tax shall not be levied against labor. Sales/use tax will be determined by County.

4.0 AVAILABILITY OF FUNDS:

- 4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.
- 4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

5.0 DUTIES:

- 5.1 The Contractor shall perform all duties stated in Exhibit B, or as otherwise directed in writing by the Procurement Officer.
- 5.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

6.0 TERMS and CONDITIONS:

6.1 INDEMNIFICATION:

- 6.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.
- 6.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

6.1.3 The scope of this indemnification does not extend to the negligence of County.

6.2 INSURANCE REQUIREMENTS:

6.2.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of A-, VII or higher. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

6.2.7 The insurance policies required by this Contract, except Workers' Compensation shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.8 The policies required hereunder, except Workers' Compensation shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.9 Commercial General Liability.

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.10 Automobile Liability.

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

6.2.11 Workers' Compensation.

6.2.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

6.2.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

6.2.12 Certificates of Insurance.

6.2.12.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.2.12.1.1 In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

6.2.12.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

6.2.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

6.3 WARRANTY OF SERVICES:

6.3.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.3.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.4 INSPECTION OF SERVICES:

- 6.4.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.
- 6.4.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.
- 6.4.3 If any of the services do not conform with Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at an increase in Contract amount. When the defects in services cannot be corrected by re-performance, County may:
 - 6.4.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and
 - 6.4.3.2 Reduce the Contract price to reflect the reduced value of the services performed.
- 6.4.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:
 - 6.4.4.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or
 - 6.4.4.2 Terminate the Contract for default.

6.5 INTERNET ORDERING CAPABILITY:

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

6.6 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Chief Procurement Officer
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

Varsity Contractors, Inc.
Attn: District Manager
8930 N. 78th Avenue
Peoria, AZ 85345

6.7 REQUIREMENTS CONTRACT:

- 6.7.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will

be made (minimum or maximum). Orders will only be placed when County identifies a need and issues a purchase order or a written notice to proceed.

6.7.2 County reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance by written notice of cancellation. Should a purchase order or notice to proceed be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The County will not reimburse the Contractor for any avoidable costs incurred after receipt of written notice of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.

6.7.3 Purchase orders will be cancelled in writing.

6.8 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, following thirty (30) days written notice of termination to Contractor when in the best interests of the County without penalty or recourse. Upon the effective date of termination identified in the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

6.9 TERMINATION FOR DEFAULT:

6.9.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract following Contractor's failure to cure default within a commercially reasonable time, not less than ten (10) days, after its receipt of County's written notice specifying default.. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor. Contract may immediately terminate this Contract if, after (10) days written notice of default, including the non-payment of undisputed invoices, County fails to cure such defaults.

6.9.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor and for which County has compensated Contractor under the Contract shall become the property of and be delivered to the County on demand.

6.9.3 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

6.9.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

6.10 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person

significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

6.11 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

6.12 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

6.13 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

6.14 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

6.15 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

6.16 RETENTION OF RECORDS:

6.16.1 The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

6.16.2 If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

6.17 AUDIT DISALLOWANCES:

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

6.18 ALTERNATIVE DISPUTE RESOLUTION:

6.18.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

6.19.1.1 Render a decision;

6.19.1.2 Notify the parties that the exhibits are available for retrieval; and

6.19.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

6.18.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

6.18.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

6.19 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

6.20 RIGHTS IN DATA:

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

6.21 INTEGRATION:

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

6.22 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

- 6.22.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.
- 6.22.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.22.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.23 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:

- 6.23.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.
- 6.23.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

6.24 CONTRACTOR LICENSE REQUIREMENT:

- 6.24.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.
- 6.24.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by

subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.25 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

6.25.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

6.26.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.26.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

6.26.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

6.26.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

6.25.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.

6.25.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.26 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.27 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

6.28 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.


6.29 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

6.29.1	Exhibit A	Pricing
6.29.2	Exhibit B	Scope of Work
6.29.3	Exhibit B-1	Site Location and Data
6.29.4	Exhibit B-2	Site Inspection Report
6.29.5	Exhibit B-3	Porter Sign-In / Sign-Out Log
6.29.6	Exhibit B-4	Supplies
6.29.7	Exhibit B-5	Sanitary Napkin Machine Locations
6.29.8	Exhibit B-6	Exposure Control Program
6.29.9	Exhibit B-7	Quality Control Program
6.29.10	Exhibit B-8	Hazard Communication Program

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR



AUTHORIZED SIGNATURE

John E. Kelley / Reg VP

PRINTED NAME AND TITLE

8930N 78th Ave, Peoria, AZ 85345

ADDRESS

12/7/10

DATE

MARICOPA COUNTY



CHAIRMAN, BOARD OF SUPERVISORS

DEC 15 2010

DATE

ATTESTED:

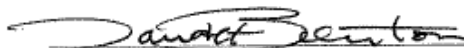


CLERK OF THE BOARD

DEC 15 2010

DATE

APPROVED AS TO FORM:



LEGAL COUNSEL

Dec 15 2010

DATE

EXHIBIT A PRICING

SERIAL 10086-RFP
PRICING SHEET NIGP 91039

BIDDER NAME:	Varsity Contractors, Inc.
BIDDER ADDRESS:	8930 N. 78th Avenue, Peoria, Arizona 85345
BIDDER PHONE #:	623-937-0000
BIDDER FAX #:	623-937-2654
COMPANY WEB SITE:	www.varsitycontractors.com
COMPANY CONTACT (REP):	Gaylen Thornton
E-MAIL ADDRESS (REP):	gthornton@varsitycontractors.com

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

PAYMENT TERMS:

NET 30 X

PRICING:

PRICING BASED ON RFP SPECIFICATIONS, AND DATA SUPPLIED IN EXHIBIT 3, SITE LOCATIONS AND DATA

NOTE: FIXED RATE PER SERVICE DAY IS CALCULATED BY COMBINING THE TOTAL COST OF
LABOR AND SUPPLIES, DIVIDED BY THE NUMBER OF SERVICE DAYS

NOTE: SOME SITES HAVE ONLY TILE FLOORS, AND SOME HAVE ONLY CARPET. EACH SITE WILL HAVE BOTH LISTED SHOULD
THIS CHANGE DURING THE TERM OF THE CONTRACT.

Labor hours: Respondents are to input the estimated number of custodial and supervisory labor hours for each site they are submitting
a price. The labor hours are the total hours needed to clean the facility for one service day. This data to be used for information only.

1.0 PRICING:

IDENTIFY ("X") THE GROUP(S) BEING PROPOSED:

 GROUP 1: DOWNTOWN COMPLEX

3301; 3303; 3304; 3305; 3310; 3311; 3315; 3317; 3320; 3321; 3401; 4039; 4040; 4051; 4052; 4053; 4137; 4157; 6202; 6205

Combined square footage for Group 1: **2,140,787**

X

GROUP 2: DURANGO COMPLEX

1401; 1402; 1404; 1405; 1408; 1409; 1414; 1417; 1501; 1511; 1513; 1702; 1703; 1704; 1715; 1914; 1915; 1917; 1920

Combined square footage for Group 2: **484,953**

GROUP 3: SOUTHEAST MESA COMPLEX

2852; 2853; 2855; 2856; 2860; 2871

Combined square footage for Group 3: **236,371**

GROUP 4: OUTLYING SITES WEST OF I-17

0406; 2006; 2009; 2025; 2029; 2033; 2310; 2316; 2601; 4115; 4121; 4150; 4166; 5719; 7036

Combined square footage for Group 4: **163,454**

GROUP 5: OUTLYING SITES EAST OF I-17

1214; 1217; 2403; 2406; 2801; 2809; 2811; 2814; 2858; 3204; 3801; 3843; 3846; 3853; 3857; 3913; 3933; 3934;

4602; 4608; 5105; 6605

Combined square footage for Group 5: **339,447**

<u>GROUP 2: DURANGO COMPLEX</u>			<u>YEAR 1</u>		<u>YEAR 2</u>			<u>YEAR 3</u>		
1401	MCDOT - Administration	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	\$ 55,026.00	\$ 61,140.00	/per yr	\$56,676.78	\$62,974.20	/per yr	\$58,377.08	\$ 64,863.43	/per yr
	Supplies:	\$8,745.00	same as	/per yr	\$9,007.35	same as	/per yr	\$9,277.57	same as	/per yr
	TOTAL:	\$63,771.00	\$69,885.00	/per yr	\$65,684.13	\$ 71,981.55	/per yr	\$67,654.65	\$74,141.00	/per yr
	Fixed rate per service day:	\$255.08	\$279.54	/per day	\$ 262.74	\$287.93	/per day	\$270.62	\$296.56	/per day
	Minimum Number of Labor Hours Daily	20	/# hrs. 22	/# hrs.						
1402	Flood Control - Administration	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	\$76,744.80	\$85,272.00	/per yr	\$79,047.14	\$87,830.16	/per yr	\$81,418.56	\$90,465.06	/per yr
	Supplies:	\$8,811.00	same as	/per yr	\$9,075.33	same as	/per yr	\$9,347.59	same as	/per yr
	TOTAL:	\$85,555.80	\$94,083.00	/per yr	\$88,122.47	\$96,905.49	/per yr	\$90,766.15	\$99,812.65	/per yr
	Fixed rate per service day:	\$342.22	\$376.33	/per day	\$ 352.49	\$387.62	/per day	\$363.06	\$399.25	/per day
	Porter hourly rate:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
	Minimum Number of Labor Hours Daily	29	/# hrs. 31	/# hrs.						

1404	Flood Control - Operations	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$8,812.80	\$9,792.00	/per yr	\$9,077.18	\$10,085.76	/per yr	\$9,349.50	\$10,388.33	/per yr
	Supplies:	\$1,749.00	same as	/per yr	\$1,801.47	same as	/per yr	\$1,855.51	same as	/per yr
	TOTAL:	\$10,561.80	\$11,541.00	/per yr	\$10,878.65	\$11,887.23	/per yr	\$11,205.01	\$12,243.85	/per yr
	Fixed rate per service day:	\$42.25	\$46.16	/per day	\$43.51	\$47.55	/per day	\$44.82	\$48.98	/per day
	Minimum Number of Labor Hours Daily	3	/# hrs. 3	/# hrs.						
1405	MCDOT - Highway Operations	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$26,762.40	\$29,736.00	/per yr	\$27,565.27	\$30,628.08	/per yr	\$28,392.23	\$31,546.92	/per yr
	Supplies:	\$6,765.00	same as	/per yr	\$6,967.95	same as	/per yr	\$7,176.99	same as	/per yr
	TOTAL:	\$33,527.40	\$36,501.00	/per yr	\$34,533.22	\$37,596.03	/per yr	\$35,569.22	\$38,723.91	/per yr
	Fixed rate per service day:	\$134.11	\$146.00	/per day	\$138.13	\$150.38	/per day	\$142.28	\$154.90	/per day
	Minimum Number of Labor Hours Daily	8	/# hrs. 8	/# hrs.						
1408	MCDOT - Distribution Center	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$4,590.00	\$5,100.00	/per yr	\$4,727.70	\$5,253.00	/per yr	\$4,869.53	\$5,410.59	/per yr
	Supplies:	\$891.00	same as	/per yr	\$917.73	same as	/per yr	\$945.26	same as	/per yr
	TOTAL:	\$5,481.00	\$5,991.00	/per yr	\$5,645.43	\$6,170.73	/per yr	\$5,814.79	\$6,355.85	/per yr
	Fixed rate per service day:	\$21.92	\$23.96	/per day	\$22.58	\$24.68	/per day	\$23.26	\$25.42	/per day
	Minimum Number of Labor Hours Daily	2	/# hrs. 2	/# hrs.						
1409	MCDOT - Traffic Operations	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$47,638.80	\$52,932.00	/per yr	\$49,067.96	\$54,519.96	/per yr	\$50,540.00	\$56,155.56	/per yr
	Supplies:	\$6,765.00	same as	/per yr	\$6,967.95	same as	/per yr	\$7,176.99	same as	/per yr
	TOTAL:	\$54,403.80	\$59,697.00	/per yr	\$56,035.91	\$61,487.91	/per yr	\$57,716.99	\$63,332.55	/per yr
	Fixed rate per service day:	\$217.62	\$238.79	/per day	\$224.14	\$245.95	/per day	\$230.87	\$ 253.33	/per day
	Minimum Number of Labor Hours Daily	10	/# hrs. 11	/# hrs.						
1414	Facilities Management - Durango Operations	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$4,806.00	\$5,340.00	/per yr	\$4,950.18	\$5,500.20	/per yr	\$5,098.69	\$5,665.21	/per yr
	Supplies:	\$1,089.00	same as	/per yr	\$1,121.67	same as	/per yr	\$1,155.32	same as	/per yr
	TOTAL:	\$5,895.00	\$6,429.00	/per yr	\$6,071.85	\$6,621.87	/per yr	\$6,254.01	\$6,820.53	/per yr

	Fixed rate per service day:	\$23.58	\$25.72	/per day	\$24.29	\$26.49	/per day	\$ 25.02	\$27.28	/per day
	Minimum Number of Labor Hours Daily	2	/# hrs. 2	/# hrs.						
1417	Animal Care and Control	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$68,472.00	\$76,080.00	/per yr	\$70,526.16	\$78,362.40	/per yr	\$72,641.94	\$80,713.27	/per yr
	Supplies:	\$2,970.00	same as	/per yr	\$3,059.10	same as	/per yr	\$3,150.87	same as	/per yr
	TOTAL:	\$71,442.00	\$79,050.00	/per yr	\$73,585.26	\$81,421.50	/per yr	\$75,792.82	\$83,864.15	/per yr
	Fixed rate per service day:	\$285.77	\$ 316.20	/per day	\$294.34	\$325.69	/per day	\$303.17	\$335.46	/per day
	Minimum Number of Labor Hours Daily	12	/# hrs. 12	/# hrs.						
1501	Equipment Services	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$21,667.12 \$4,644.00	\$24,074.58 \$5,160.00	/per yr	\$22,750.48 \$4,783.32	\$25,278.31 \$5,314.80	/per yr	\$23,888.01 \$4,926.82	\$26,542.23 \$5,474.24	/per yr
	Supplies:	\$4,769.86 \$1,970.00	4,769.86 same as	/per yr	\$5,008.35 \$2,029.10	\$2,008.35 same as	/per yr	\$5,258.77 \$2,089.97	\$5,258.77 same as	/per yr
	TOTAL:	\$26,436.98 \$6,614.00	\$28,844.44 \$7,130.00	/per yr	\$27,758.83 \$ 6,812.42	\$27,286.66 \$7,343.90	/per yr	\$29,146.78 \$7,016.79	\$31,801.00 \$7,564.22	/per yr
	Fixed rate per service day:	\$105.75 \$26.46	\$115.38 \$28.52	/per day	\$111.04 \$27.25	\$121.15 \$29.38	/per day	\$116.59 \$28.07	\$127.20 \$30.26	/per day
	Minimum Number of Labor Hours Daily	2	/# hrs. 2	/# hrs.						
1501	MCSO - Jail Investigations/Sheriff Support	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$5,281.20	\$5,868.00	/per yr	\$5,439.64	\$6,044.04	/per yr	\$5,602.83	\$6,225.36	/per yr
	Supplies:	\$594.00	same as	/per yr	\$611.82	same as	/per yr	\$630.17	same as	/per yr
	TOTAL:	\$5,875.20	\$6,462.00	/per yr	\$6,051.46	\$6,655.86	/per yr	\$6,233.00	\$6,855.54	/per yr
	Fixed rate per service day:	\$23.50	\$25.85	/per day	\$24.21	\$26.62	/per day	\$24.93	\$27.42	/per day
	Minimum Number of Labor Hours Daily	4	/# hrs. 4	/# hrs.						
1511	Telecommunications	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$6,706.80	\$7,452.00	/per yr	\$6,908.00	\$7,675.56	/per yr	\$7,115.24	\$7,905.83	/per yr
	Supplies:	\$1,023.00	same as	/per yr	\$1,053.69	same as	/per yr	\$1,085.30	same as	/per yr
	TOTAL:	\$7,729.80	\$8,475.00	/per yr	\$7,961.69	\$8,729.25	/per yr	\$8,200.54	\$8,991.13	/per yr
	Fixed rate per service day:	\$30.92	\$33.90	/per day	\$31.85	\$34.92	/per day	\$32.80	\$35.96	/per day
	Minimum Number of Labor Hours Daily	2	/# hrs. 2	/# hrs.						

1513	Durango Parking Garage / Protective Services	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$7,236.00	\$8,040.00	/per yr	\$7,453.08	\$8,281.20	/per yr	\$7,676.67	\$8,529.64	/per yr
	Supplies:	\$135.00	same as	/per yr	\$139.05	same as	/per yr	\$143.22	same as	/per yr
	TOTAL:	\$7,371.00	\$8,175.00	/per yr	\$7,592.13	\$8,420.25	/per yr	\$7,819.89	\$8,672.86	/per yr
	Fixed rate per service day:	\$29.48	\$32.70	/per day	\$30.37	\$ 33.68	/per day	\$31.28	\$34.69	/per day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
1513	Durango Parking Garage / Suite 400 Vector Control	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$6,048.00	\$6,720.00	/per yr	\$6,229.44	\$6,921.60	/per yr	\$6,416.32	\$7,129.25	/per yr
	Supplies:	\$3,100.00	same as	/per yr	\$3,193.00	same as	/per yr	\$3,288.79	same as	/per yr
	TOTAL:	\$9,148.00	\$9,820.00	/per yr	\$9,422.44	\$10,114.60	/per yr	\$9,705.11	\$10,418.04	/per yr
	Fixed rate per service day:	\$36.59	\$39.28	/per day	\$37.69	\$40.46	/per day	\$38.82	\$41.67	/per day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
1513	Durango Parking Garage / Suite 300 Adult Probation	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$3,056.40	\$3,396.00	/per yr	\$3,148.09	\$3,497.88	/per yr	\$3,242.53	\$3,602.82	/per yr
	Supplies:	\$200.00	same as	/per yr	\$206.00	same as	/per yr	\$212.18	same as	/per yr
	TOTAL:	\$3,256.40	\$3,596.00	/per yr	\$3,354.09	\$3,703.88	/per yr	\$3,454.71	\$3,815.00	/per yr
	Fixed rate per service day:	\$13.03	\$14.38	/per day	\$13.42	\$14.82	/per day	\$13.82	\$15.26	/per day
	Minimum Number of Labor Hours Daily	3	/# hrs. 3	/# hrs.						
1702	Juvenile - Probation Administration	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$13,186.80	\$14,652.00	/per yr	\$13,582.40	\$15,091.56	/per yr	\$13,989.88	\$15,544.31	/per yr
	Supplies:	\$3,300.00	same as	/per yr	\$3,399.00	same as	/per yr	\$3,500.97	same as	/per yr
	TOTAL:	\$16,486.80	\$17,952.00	/per yr	\$16,981.40	\$18,490.56	/per yr	\$17,490.85	\$19,045.28	/per yr
	Fixed rate per service day:	\$65.95	\$71.81	/per day	\$67.93	\$73.96	/per day	\$69.96	\$76.18	/per day
	Minimum Number of Labor Hours Daily	3	/# hrs. 3	/# hrs.						
1703	Juvenile - Intake	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$14,763.60	\$16,404.00	/per yr	\$15,206.51	\$16,896.12	/per yr	\$15,662.70	\$17,403.00	/per yr
	Supplies:	\$2,079.00	same as	/per yr	\$2,141.37	same as	/per yr	\$2,205.61	same as	/per yr
	TOTAL:	\$16,842.60	\$18,483.00	/per yr	\$17,347.88	\$19,037.49	/per yr	\$17,868.31	\$19,608.61	/per yr

	Fixed rate per service day:	\$67.37	\$73.93	/per day	\$69.39	\$76.15	/per day	\$ 71.47	\$ 78.43	/per day
	Minimum Number of Labor Hours Daily	3	/# hrs. 4	/# hrs.						
1704	Juvenile - Administration	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$16,578.00	\$18,420.00	/per yr	\$17,075.34	\$18,972.60	/per yr	\$17,587.60	\$19,541.78	/per yr
	Supplies:	\$4,455.00	same as	/per yr	\$4,588.65	same as	/per yr	\$4,726.31	same as	/per yr
	TOTAL:	\$21,033.00	\$22,875.00	/per yr	\$21,663.99	\$23,561.25	/per yr	\$22,313.91	\$24,268.09	/per yr
	Fixed rate per service day:	\$84.13	\$91.50	/per day	\$86.66	\$94.25	/per day	\$89.26	\$97.07	/per day
	Minimum Number of Labor Hours Daily	6	/# hrs. 7	/# hrs.						
1715	Juvenile - Courts	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services (Includes 1-porter):	\$128,412.00	\$142,680.00	/per yr	\$132,264.36	\$146,960.40	/per yr	\$136,232.29	\$151,369.21	/per yr
	Supplies:	\$14,355.00	same as	/per yr	\$14,785.65	same as	/per yr	\$15,229.22	same as	/per yr
	TOTAL:	\$142,767.00	\$157,035.00	/per yr	\$147,050.01	\$161,746.05	/per yr	\$151,461.51	\$166,598.43	/per yr
	Fixed rate per service day:	\$571.07	\$628.14	/per day	\$588.20	\$646.98	/per day	\$605.85	\$666.39	/per day
	Porter hourly rate:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
	Minimum Number of Labor Hours Daily	44	/# hrs. 49	/# hrs.						
1910	MCSO Vehicle Processing Center	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services÷	\$3,650.40	\$4,056.00	/per yr	\$3,759.91	\$4,177.68	/per yr	\$3,872.71	\$4,303.01	/per yr
	Supplies:	\$198.00	same as	/per yr	\$203.94	same as	/per yr	\$210.06	same as	/per yr
	TOTAL:	\$3,848.40	\$4,254.00	/per yr	\$3,963.85	\$4,381.62	/per yr	\$4,082.77	\$4,513.07	/per yr
	Fixed rate per service day:	\$15.39	\$17.02	/per day	\$15.86	\$17.53	/per day	\$16.33	\$18.05	/per day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
1914	MCSO - Motorcycle Division	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$5,486.40	\$6,096.00	/per yr	\$5,650.99	\$6,278.88	/per yr	\$5,820.52	\$6,467.25	/per yr
	Supplies:	\$99.00	same as	/per yr	\$101.97	same as	/per yr	\$105.03	same as	/per yr
	TOTAL:	\$5,585.40	\$6,195.00	/per yr	\$5,752.96	\$6,380.85	/per yr	\$5,925.55	\$6,572.28	/per yr
	Fixed rate per service day:	\$22.34	\$24.78	/per day	\$23.01	\$25.52	/per day	\$23.70	\$26.29	/per day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						

1915N	Durango Adult Probation	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$9,428.40	\$10,476.00	/per yr	\$9,711.25	\$10,790.28	/per yr	\$10,002.59	\$11,113.99	/per yr
	Supplies:	\$1,089.00	same as	/per yr	\$1,121.67	same as	/per yr	\$1,155.32	same as	/per yr
	TOTAL:	\$10,517.40	\$11,565.00	/per yr	\$10,832.92	\$11,911.95	/per yr	\$11,157.91	\$12,269.31	/per yr
	Fixed rate per service day:	\$42.07	\$46.26	/per day	\$43.33	\$47.65	/per day	\$44.63	\$ 49.08	/per day
	Minimum Number of Labor Hours Daily	3	/# hrs. 3	/# hrs.						
1915S	MCSO - Transportation	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$5,227.20	\$5,808.00	/per yr	\$5,384.02	\$5,982.24	/per yr	\$5,545.54	\$6,161.71	/per yr
	Supplies:	\$1,023.00	same as	/per yr	\$1,053.69	same as	/per yr	\$1,085.30	same as	/per yr
	TOTAL:	\$6,250.20	\$6,831.00	/per yr	\$6,437.71	\$7,035.93	/per yr	\$6,630.84	\$7,247.01	/per yr
	Fixed rate per service day:	\$25.00	\$27.32	/per day	\$25.75	\$28.14	/per day	\$26.52	\$28.99	/per day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
1917	MCSO - Fleet Management	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$3,520.80	\$3,912.00	/per yr	\$3,626.42	\$4,029.36	/per yr	\$3,735.22	\$4,150.24	/per yr
	Supplies:	\$99.00	same as	/per yr	\$101.97	same as	/per yr	\$105.03	same as	/per yr
	TOTAL:	\$3,619.80	\$4,011.00	/per yr	\$3,728.39	\$4,131.33	/per yr	\$3,840.25	\$4,255.27	/per yr
	Fixed rate per service day:	\$14.48	\$16.04	/per day	\$14.91	\$16.53	/per day	\$15.36	\$17.02	/per day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
1920N	MCSO - S.W.A.T. & Canine	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$10,162.80	\$11,292.00	/per yr	\$10,467.68	\$11,630.76	/per yr	\$10,781.71	\$11,979.68	/per yr
	Supplies:	\$1,089.00	same as	/per yr	\$1,121.67	same as	/per yr	\$1,155.32	same as	/per yr
	TOTAL:	\$11,251.80	\$12,381.00	/per yr	\$11,589.35	\$12,752.43	/per yr	\$11,937.03	\$13,135.00	/per yr
	Fixed rate per service day:	\$45.01	\$49.52	/per day	\$46.36	\$51.01	/per day	\$47.75	\$52.54	/per day
	Minimum Number of Labor Hours Daily	4	/# hrs 4	/# hrs.						
1920S	MCSO - General Investigations	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$14,590.80	\$16,212.00	/per yr	\$15,028.52	\$16,698.36	/per yr	\$15,479.38	\$17,199.31	/per yr
	Supplies:	\$2,376.00	same as	/per yr	\$2,447.28	same as	/per yr	\$2,520.70	same as	/per yr
	TOTAL:	\$16,966.80	\$18,588.00	/per yr	\$17,475.80	\$19,145.64	/per yr	\$18,000.08	\$19,720.01	/per yr

	Fixed rate per service day:	\$67.87	\$74.35	/per day	\$69.90	\$76.58	/per day	\$72.00	\$78.88	/per day
	Minimum Number of Labor Hours Daily	5	/# hrs. 5	/# hrs.						
1965	Residential Treatment Cntr – Adm.	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$0.00	\$15,137.76	/yr	\$0.00	\$15,591.89	/ yr	\$0.00	\$16,059.65	/yr
	Supplies:	\$0.00	\$966.24	/yr	\$0.00	\$1,004.89	/yr	\$0.00	\$1,045.09	/yr
	TOTAL:	\$0.00	\$16,104.00	/yr	\$0.00	\$16,596.78	/yr	\$0.00	\$17,104.74	/yr
	Fixed rate per service day:	\$0.00	\$64.42	/day	\$0.00	\$66.39	/day	\$0.00	\$68.42	/day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
1966	Residential Treatment Cntr – Adm.	REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES		REDUCED SERVICES	FULL SERVICES	
	Labor for 250 services:	\$0.00	\$16,581.60	/yr	\$0.00	\$17,079.05	/ yr	\$0.00	\$17,591.42	/yr
	Supplies:	\$0.00	\$1,058.40	/yr	\$0.00	\$1,100.74	/yr	\$0.00	\$1,144.77	/yr
	TOTAL:	\$0.00	\$17,640.00	/yr	\$0.00	\$18,179.79	/yr	\$0.00	\$18,736.19	/yr
	Fixed rate per service day:	\$0.00	\$70.56	/day	\$0.00	\$72.72	/day	\$0.00	\$74.94	/day
	Minimum Number of Labor Hours Daily	1	/# hrs. 1	/# hrs.						
	Durango Complex									
	Extra carpet shampoo/extraction:	\$0.12	/per sq. ft.		\$0.12	/per sq. ft.		\$0.12	/per sq. ft.	
	Extra strip & wax:	\$0.18	/per sq. ft.		\$0.18	/per sq. ft.		\$0.18	/per sq. ft.	
	Labor, extra services:	\$16.00	/per hr		\$16.00	/per hr		\$16.00	/per hr	
	Daytime percentage increase:	15%	%		15%	%		15%	%	
	OTHER CHARGES:									
	(See Exhibit 7 for locations)									
	Price for sanitary napkin, tampon (reg absorbency)	\$0.29	/ each		\$0.29	/ each		\$0.29	/ each	
	Price for sanitary napkin, pad #4	\$0.29	/ each		\$0.29	/ each		\$0.29	/ each	
	Filter, waterless urinal:	\$ 44.75	/ each		\$44.75	/ each		\$44.75	/ each	
	Custodial products not covered and billable,									
	cost plus:	17%	(percent)		17%			17%		

EXHIBIT B SCOPE OF WORK

1.1 CONTRACTOR RESPONSIBILITIES:

The Contractor shall supply all labor, supervision, materials, supplies, transportation, and all effort necessary to carry out the specifications herein.

1.2 BUSINESS HOURS AND SERVICE DAYS:

1.2.1 Regular business hours are from 6:00 AM to 6:00 PM, Monday through Friday. There are 10 County holidays, and services will not be provided on these days unless the County agency makes such request and pays for these additional services Service Days.

1.2.2 The most common number of services per year is 250 service days, which equates to 5X week service. County holidays are excluded from all services. Service days may be:

1.2.2.1 5X week janitorial service, 250 services annually

1.2.2.2 4X week janitorial service, 208 services annually

1.2.2.3 3X week janitorial service, 156 services annually

1.2.2.4 2X week janitorial service, 104 services annually

1.2.2.5 1X week janitorial service, 52 services annually

1.2.3 For sites that receive *less than* 250 services:

If a County holiday falls on a scheduled service day, the site shall be cleaned either a working day before the holiday, or a working day after the holiday. This to ensure the billing equates to the allotted total of yearly service days specified in §2.2.2.

1.2.4 There will be times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered under regular janitorial services. This may occur during business hours or after hours. The Contractor is to respond **ONLY** if the call is initiated by FMD staff or an authorized representative of a self-monitoring department. The Contractor shall respond within 2-hours on-site after receiving a request. Where a day porter is assigned to a campus complex and the request is made during business hours, the porter shall respond within 20 minutes.

1.3 PORTER STAFF:

1.3.1 Porters are on-site to monitor and resupply rest rooms, maintain common areas, and emergency clean-ups, etc.

1.3.2 Porters shall have a cell phone enabling them to be contacted when needed and shall provide the phone number to key building staff.

1.3.3 Porters are not to perform janitorial tasks.

Contractor shall utilize a separate cleaning crew for actual janitorial services or scheduled floor work for cleaning requirements specified in §2.7. Porters shall remain on-site five days per week (Longer if County agencies request and pay for six-day or seven-day services). Porter hours are listed in the Exhibit B-1 Site Locations and Data. Porters shall also be responsible to provide services to surrounding buildings when assigned to multi-site complexes. Porter must maintain a porter log (See Exhibit B-3, Porter Log), which designates time-in and time-out. Porter logs must be submitted with each invoice (See Invoicing §2.29). Porters not fulfilling a total day (as specified) will result in

deductions from Contractor's monthly invoice based on the porter hourly rate. If Contractor fails to submit the porter log with the invoice, a deduction of the full porter hourly rate, times the required hours of service missed, shall be deducted from the invoice. Porters shall be required to carry a company cell phone.

1.3.4 Porter adjacent site responsibility

<i>Site #</i>	<i>Porter Site Name</i>	<i>Other Building Responsibilities</i>
1402	Flood Control -Admin	1401, 1402, 1404; 1405, 1408, 1409
1715	Juvenile Court-Durango	1704; 1703; 1916; 1702; 1701
2033	Superior Court-NW	2029
2855	SE Public Facility	2853, 2852, 2856, 2860
2856	SE Juvenile	2871
3303	Superior Court – ECB	3308; 3401; 4137; 4157
3305	Superior Court – CCB	3301; 3303; 3304
3310	County Administration	3311; 3315; 3317; 3320; 3321; 4051; 6202; 6205
3853	Superior Court-NE	
4157	Security Building	4137
3325	Downtown Court Tower	

1.4 INFECTIOUS BIOHAZARDOUS SPILLS:

Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.), and, as directed by the County agency, provide trained personnel for such cleanup. Materials used to cleanup such spills shall be disposed of into an approved OSHA infectious biohazards disposal bags, following all guidelines established by OSHA for packaging and removal. It shall be the County's responsibility to dispose of any contaminated bags. Fresh unused bags shall be kept readily available by the Contractor in each janitorial closet (See Exhibit B-4, Supplies List).

1.5 SPECIAL GARBAGE PICKUP REQUIREMENTS FOR EAST COURT BUILDING (#3303)- LOWER LEVEL:

- 1.5.1 This service is a requirement of the Contractor assigned to this building, priced separately from the janitorial costs, in EXHIBIT A, PRICING.
- 1.5.2 Located in the lower level of the ECB, the County has nine (9) portable trash dollies. When full, the Contractor shall be required to transport to the North compactor located at the Madison Street Jail, east loading dock area. This service may require several trips during the course of a business day. These portable dollies require the Contractor to supply a vehicle with a 2" ball hitch, with 6-pin receptacle for the trailer lights.
- 1.5.3 This service is to be performed as often as needed to keep the lower level area free of unsightly trash overage and an empty dolly readily available. All dollies shall be emptied at the end of the business day to prevent odors from spreading to adjoining offices. This service is all-inclusive. Under a separate contract, the garbage contractor shall pickup the compactor three times per week (susceptible to change).
- 1.5.4 This service may be extended to other areas of the County. At that time, the Contractor shall be given the opportunity to price such via a written quote request.

1.6 AREAS EXEMPT FROM CLEANING SERVICES:

Exempt from this contract is cafeteria in Downtown Courts Complex called the *Change of Venue*. Other cafeterias operated by the State of Arizona, Department of Economic Security, do have restrictions: only floor care in the DES cafeteria unsecured areas will be included.

1.7 CLEANING REQUIREMENTS, MINIMUM:

- 1.7.1 The Contractor shall furnish all necessary labor, supervision, tools, equipment, supplies, transportation, and all effort necessary to perform the required services at the designated locations.
- 1.7.2 There are two (2) schedules for cleaning requirements, *Reduced Service* and *Full Service*. Full service shall mean all-inclusive cleaning; to deliver a clean building. Full service shall have absolutely no exclusions for any cleaning requirement that may have been omitted as listed below. Reduced services are those that are not all inclusive and are specific to the cleaning requirement, have some extended intervals, and thus bring a lower cost to the County. Some Reduced Service cleaning requirements have the same interval as Full Service. Attachment A, PRICING, has two (2) columns for pricing of these services. At the County's option, and based on budgets, either of the services may be selected.

Full services shall include two (2) times per year floor care, reduced service shall include one (1) time per year floor care.

1.8 DAILY INSPECTIONS:

- 1.8.1 As part of the contract administration process, the Facilities Management -or- the self-monitoring County agency, will inspect each site as deemed necessary to ensure the Contractor is in compliance with the cleaning specifications. Each shall inspect for compliance with the daily, weekly, monthly, quarterly, semi-annually, and annual specifications. An inspection form shall be utilized (See Exhibit B-2, Site Inspection Report). The form shall provide results of the inspection. The resultant may be that the cleaning requirements have been met (ACCEPTABLE), or a cleaning requirement has not been met (UNACCEPTABLE). If unacceptable, the Contractor shall correct the deficiencies within the allotted time-lines or deductions shall be made from the Contractor's monthly invoice.
- 1.8.2 Should Contractor receive a total of five (5) *Unacceptable* inspection reports in a calendar month, they shall be required to attend a meeting with the Materials Management Department and a representative of the monitoring department to discuss unsatisfactory performance and placed on a performance action plan. Persistent unsatisfactory performance may result in being placed in default and removed from the contract.
- 1.8.3 Additionally, the Contractor's night shift supervisors shall complete and sign a contractor developed Site Inspection Report indicating all areas under his/her responsibility have been cleaned per contract requirements.
- 1.8.4 Site Inspection Report – Exhibit B-2:

This inspection report and all resultant scoring shall be a requirement of this contract. The report is an overview of an unannounced inspection that has been performed by either an FMD Contract Compliance Inspector (CCI) or by a representative of a self monitoring department. These site inspections are part of the contract administration process. The inspections shall reveal:

- 1.8.4.1 If the Contractor has received a total score of ACCEPTABLE for all categories with no UNACCEPTABLE scores, thus no deductions shall be forthcoming. Or
- 1.8.4.2 Have experienced some discrepancies (UNACCEPTABLE) but all discrepancies have been corrected within the time line with a follow-up visit, thus no deductions shall be forthcoming. Or

1.8.4.3 Have experienced some discrepancies, but all or some of the discrepancies have not been corrected, and therefore deductions shall be imposed to the Contractor's end-of-month invoice. The Contractor would have been provided a copy of any discrepancies not corrected during the inspection.

The report requires signatures from the CCI staff. It shall be the responsibility of the CCI staff to input the form and subsequent submittal to the Contractor. Self-monitoring departments shall be responsible for inputting the report and forward such to the Contractor.

1.9 DEDUCTIONS FOR WORK NOT PERFORMED:

For failure of the Contractor to provide the routine custodial service as specified in the contract, and based on the scoring from Exhibit B-2 Site Inspection Report, the County shall deduct monies as listed in this section from the Contractor's monthly invoicing. This provision is to be used only when the work is not corrected within the allotted time frames by the Contractor or there are continuous, documented deficiencies in the Contractor's performance.

Reoccurrences: Should Contractor receive a deduction due to a lack of providing the required service, and fails again to provide that same service the following scheduled interval for the same occurrence, the normal deduction AND the reoccurrence charge shall be deducted from the Contractors' invoice.

INTERVAL	INITIAL DEDUCTION	REOCCURRENCE
Daily	\$10.00 per occurrence, per day. The Contractor shall not have an opportunity to correct this deficiency as it was to be performed on a daily basis.	\$20.00 per occurrence
1X/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
2X/WK	\$15.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$30.00 per occurrence
3X/WK	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
1X/MO	\$20.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$40.00 per occurrence
Quarterly	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
2X/YR	\$25.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$50.00 per occurrence
1X/YR	\$30.00 per occurrence per day and takes affect twenty-four (24) hours after deficiency is missed and continues until deficiency is corrected	\$60.00 per occurrence

Other

No MSDS sheets (See §1.19); OSHA violations:

Deduction

\$10.00 per incident

No English speaking staff:

\$10.00 per incident (Removal of non-English speaking employee from site and loss of applicable compensation) (See §1.21)

No County I.D. as required:

\$25.00 per incident

Lost key replacement: Cost of service

Building re-key: Cost of service

Failure to activate/deactivate building alarms or failure to lock doors or windows: \$100.00 per incident, plus city surcharges

Note: Failure to provide service on a scheduled service day shall result in deduction of the fixed rate per service day for that building.

Section A -- General Office Areas

Includes, but not limited to; administrative offices, conference/multipurpose rooms, auditoriums, corridors, lobbies, patio areas, landings, entry ways, handicap ramps, break rooms, lounges, fitness centers, and storage rooms:

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
A-1	Empty trash containers, replace liners	Daily	Daily
A-2	Empty recycle containers (desk side)	Daily	Daily
A-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
A-3	Vacuum all areas of interior carpets	--	Daily
A-4	Vacuum all office/cubicle carpet areas	Weekly	2X/WK
A-5	Vacuum office traffic areas	2X/WK	Daily
A-6	Vacuum public areas and entry mats	Daily	Daily
A-7	Clean and dust mop lobby floors	Daily	Daily
A-8	Special clean marble floors/walls, copper ornamentals	--	Daily
A-9	Dust mop then damp mop all hard floor areas	3X/WK	Daily
A-10	Clean and sanitize drinking fountains; polish metal	Daily	Daily
A-11	Spot clean carpets in office traffic areas	1X/WK	Daily
A-12	Spray buff hard floors, restore luster, dust mop	2X/M	1X/WK
A-13	Clean all baseboards in traffic areas	Quarterly	1X/MO
A-14	Clean all non-traffic area baseboards	--	1X/YR
A-15	Dust all cleared furniture tops, vacant shelves, windowsills, ledges, and lobby benches	1X/MO	1X/WK
A-16	Empty public ashtrays (interior and exterior)	Daily	Daily
A-17	Broom entryways, clean up cobwebs, mud, pick up litter, etc. (Up to 20 ft. out); Use water hose when required	Daily	Daily
A-18	Clean public entry doorways, glass, handles, kick plates and adjacent glass	Daily	Daily
A-19	Clean non-public doorway areas (doors/landings)	1X/MO	1X/WK
A-20	Clean exterior surface of all trash receptacles located external to the building	1X/MO	1X/WK
A-21	Clean and sanitize public telephones	Daily	Daily
A-22	Clean surfaces of exterior patio furniture	3X/WK	Daily
A-23	Break room/lounge- clean counters, table tops, chairs, sinks, and restock supplies. If carpeted, spot clean and vacuum; if hard floor, sweep then damp mop	Daily	Daily
A-24	Vacuum all office fabric upholstery	Quarterly	1X/MO
A-25	Clean office washable non-fabric seating	1X/MO	1X/WK
A-26	Heavy sweep all patios, exterior stairwells, steps, ramps. Clean any railings	1X/M	1X/WK
A-26	Dust artwork, whiteboards, silk plants/trees	2X/YR	Quarterly
A-28	Fitness Center- clean and sanitize all fitness equipment (if	Daily	Daily

	applicable)		
A-29	Fitness Center- clean exterior surfaces of lockers and interiors of vacant lockers (if applicable)	2X/YR	Quarterly
A-30	Dust/vacuum HVAC vents	1X/YR	2X/YR
A-31	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
A-32	Extract and shampoo all carpet	2X/YR	2X/YR
A-33	Dust or vacuum all window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
A-34	Clean all ceiling light diffusers (office areas)(up to 9 ft height)	1X/YR	2X/YR

□Section A – General Office Areas – Libraries

The following additional services shall apply at all Library locations:

A-35	Vacuum all office fabric upholstery and spot clean	N/A	1X/MO
A-36	Dust and clean all public computers, keyboards, monitors, printers and tables located in the public areas of the library	N/A	Daily
A-37	Dusting of books on shelves and book shelves. This may be done in sections during normal service to insure that all shelves and books are dusted once a month.	N/A	1X/MO

□Section B – Elevators, Landings, and Stairwells

B-1	Empty trash containers located at landings, replace liners.	2X/WK	Daily
B-2	Clean outside surface of all trash containers located at landings	1X/MO	1X/WK
B-3	Clean elevator interior all surface of walls, doors (inside and out), railings, and button panels	Daily	Daily
B-4	Clean elevator door tracks and landing tracks	1X/WK	Daily
B-5	Clean both sides of light diffusers in elevators	1X/YR	2X/YR
B-6	Dust mop, then damp mop elevator tiled floors, vacuum carpeted floors. Spot clean both types	2/WK	Daily
B-7	Strip and wax elevator tiled floor; if carpeted, shampoo	2X/YR	Quarterly
B-8	Clean elevator building floor landings. Floor should be free of stains	1X/MO	Daily
B-9	Clean all interior building stairwells and stairwell landings. Clean stair railings	Quarterly	2X/MO
B-10	Clean wall mounted light fixtures located in stairwells	Quarterly	2X/MO
B-11	Clean doors (in/out) of all floors servicing stairwells	Quarterly	2X/MO
B-12	Remove any cob webs on ceilings/walls of stairwells	Quarterly	2X/MO

□Section C – Data Processing Areas

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
C-1	Empty trash containers, replace liners	Daily	Daily
C-2	Empty recycle containers (desk side)	Daily	Daily
C-2	Clean outside surface of all office trash containers	Quarterly	1X/MO
C-3	Vacuum all office/cubicle carpet areas	2X/WK	Daily
C-4	Vacuum all area of interior carpet areas	--	Daily
C-5	Vacuum office traffic areas	2X/WK	--

C-6	Lightly damp mop elevated floors	1X/WK	Daily
C-7	Wet mop hallways and office tiled floors	3X/WK	Daily
C-8	Spot clean carpets and hard floors	1X/WK	Daily
C-9	Dust furniture, window sills, and ledges	1X/M	1X/WK
C-10	Vacuum behind data equipment	1X/M	Daily
C-11	Remove cobwebs from walls and ceilings	2X/YR	Quarterly
C-12	Clean HVAC vents	1X/YR	2X/YR
C-13	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
C-14	Extract and shampoo all carpet	1X/YR	2X/YR
C-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
C-16	Clean all ceiling light diffusers (up to 9' height)	1X/YR	2X/YR

Section D – Restroom, Showers, Locker Rooms

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
D-1	Empty trash and replace liners	Daily	Daily
D-2	Clean outside surface of all trash containers	Quarterly	1X/WK
D-3	Restock supplies	Daily	Daily
D-4	Clean mirrors, countertops, sinks, fixtures	Daily	Daily
D-5	Clean toilet bowls, seats, rims, base	Daily	Daily
D-6	Clean urinals	Daily	Daily
C-7	Spot clean walls- remove soil, graffiti, other foreign matter	Daily	Daily
D-8	Soap clean all perimeter walls	Quarterly	Quarterly
D-9	Mop floor with germicidal solution	Daily	Daily
D-10	Clean and polish stainless steel and chrome surfaces	Daily	Daily
D-11	Clean and sanitize showers using germicidal solution	Daily	Daily
D-12	Pour 1-gallon germicidal solution into floor drains of RR	1X/WK	1X/WK
D-13	Remove cobwebs on walls/ceilings	As needed	As needed
D-14	Fully clean all partition walls and door surfaces	1X/MO	1X/WK
D-15	Clean HVAC vents	1X/YR	2X/YR
D-16	Machine scrub floors	1X/MO	1X/WK
D-17	Clean ceiling/wall light diffusers	1X/YR	2X/YR

Section E – Medical Labs and Clinic Areas

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
E-1	Empty trash and replace liners	Daily	Daily
E-2	Empty recycle containers (desk side)	Daily	Daily
E-2	Clean outside surface of all lab/clinic trash containers	Quarterly	1X/MO
E-3	Dust window sills and other horizontal surfaces	Daily	Daily
E-4	Clean glass in display partitions and on interior doors	Daily	Daily
E-5	Clean door handles, push plates, and kick plates	Daily	Daily
E-6	Clean sinks and adjacent countertop areas	Daily	Daily
E-7	Dust mop floor, wet mop with germicidal solution	Daily	Daily
E-8	Empty infectious /biohazard waste into appropriate receptacles and dispose of accordingly	Daily	Daily
E-9	Spot clean carpet and hard floors	1X/WK	Daily
E-10	Spray buff finished floors, dust mop	1X/M	1X/WK
E-11	Vacuum carpeted exam rooms; if tile dust mop in same manner	Daily	Daily

E-12	Clean and polish stainless steel exam tables	1X/M	1X/WK
E-13	Pour 1-gallon germicidal solution into floor drains	1X/WK	Daily
E-14	Damp wipe exterior surfaces of lab refrigerators	Quarterly	1X/MO
E-15	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
E-16	Clean HVAC vents	1X/YR	2X/YR
E-17	Extract and shampoo all carpet	1X/YR	2X/YR
E-18	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
E-19	Clean all ceiling light diffusers	1X/YR	2X/YR

□Section F - Courtrooms

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
F-1	Empty trash and replace liners	Daily	Daily
F-2	Empty recycle containers	Daily	Daily
F-2	Clean outside surface of all office trash containers	Quarterly	1X/WK
F-3	Vacuum all carpeted areas	Daily	Daily
F-4	Dust mop all hard floors then damp mop	Daily	Daily
F-5	Dust clean and polish judges desk and bench	Daily	Daily
F-6	Clean all non-fabric courtroom seating	Daily	Daily
F-7	Vacuum and spot clean all fabric seating	Daily	Daily
F-8	Dust all horizontal surfaces	1X/WK	Daily
F-9	Spot clean carpeted areas and hard floor areas	1X/WK	Daily
F-10	Spray buff hard floors, dust mop	1X/M	1X/WK
F-11	Dust or vacuum window coverings (blinds, drapes, etc.)	1X/YR	Quarterly
F-12	Clean HVAC vents	1X/YR	2X/YR
F-13	Clean baseboards in traffic areas	Quarterly	1X/MO
F-14	Extract and shampoo all carpet	1X/YR	2X/YR
F-15	Strip, clean, seal, and finish all hard floors	1X/YR	2X/YR
F-16	Clean all ceiling light diffusers	1X/YR	Quarterly
F-17	Remove all gum from benches, furnishings and counsel tables	Daily	Daily
F-18	Clean sound boards per manufacturer's specifications	Weekly	Weekly

□Section G -- Janitorial Closets

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
G-1	Clean custodial sink	Daily	Daily
G-2	Rinse clean all mop buckets	Daily	Daily
G-3	Clean all custodial equipment	Daily	Daily
G-4	Keep room tidy	Daily	Daily
G-5	Empty trash containers	Daily	Daily
G-6	Spot clean walls and doors	Quarterly	Quarterly
G-7	Sweep and damp-mop floor	1X/WK	Daily
G-8	Clean HVAC vent	1X/YR	2X/YR

□Section H -- Outside Refuse Areas, Loading Docks

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
H-1	Inspect immediate area and pickup loose debris	3X/WK	Daily
H-2	Sweep load dock and pickup litter (If applicable)	3X/WK	Daily
H-3	Clean around compactor. If unit is taken, clean entire area	2X/MO	1X/WK

□Section H -- Outside Refuse Areas, Loading Docks, Building Approach - Libraries

The following services shall apply at all Library locations:

H-4	Check outdoor trash/cigarette urns on approach to building. Remove butts daily, empty when container is 1/2 full and replace liner. NOTE: Trash/cigarette urns are approximately 75-100 feet from building main doors	Daily	Daily
H-5	Pick-up litter located on or adjacent to walkways to building.	Daily	Daily

□Section J -- Parking Garages, Breezeways/Bridges to Buildings

	TASK	REDUCED SERVICE INTERVAL	FULL SERVICE INTERVAL
J-1	See Section B-1 thru B-7 for elevator service and apply	Section B	Section B
J-2	See Section B-8 thru B-12 for stairwell cleaning	Section B	Section B
J-3	Clean elevator garage floor landings (max. 20' out). Floor should be free of stains	1X/WK	Daily
J-4	Empty trash receptacles and replace liners (on all levels and all areas)	Daily	Daily
J-5	Clean out ashtray located in elevator landing areas	2/WK	Daily
J-6	Clean exterior surface of all trash receptacles located at landings	Quarterly	1X/WK
J-7	Vacuum carpeted breezeways /bridges if carpeted	2X/WK	Daily
J-8	Sweep hard floor breezeways/bridges	1X/WK	2X/WK
J-9	Dust sills on breezeways/bridges	1X/M	1X/WK
J-10	Extract and shampoo all carpeted breezeways/bridges. Damp mop hard floor if finish sealed	1X/YR	2X/YR

□Section K -- Special Additional Instructions for Porters at Other Porter-Assigned Sites

K-1	Public areas – vacuum all carpet; dust mop all hard floor	Daily
K-2	Monitor public entrances (ashtrays, trash containers, litter, etc.)	Daily
K-3	Day clean section called <i>Expedited Service</i> @ Bldg. 2855 (690 sq. ft.)	Daily
K-4	Day clean section called Exhibit Office @ Bldg. 2855 (805 sq. ft.)	Daily

K-5	Day clean areas so designated @3853	Daily
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1.10 SPECIAL INSTRUCTIONS FOR PARKING GARAGES:

1.10.1 **Parking garages shall not include the actual parking areas.** Cleaning is to include, but not limited to:

1.10.1.1 Elevators;

1.10.1.2 Floor landings where the elevator stops. Area shall be free of stains;

1.10.1.3 All trash containers throughout the entire floor (parking level) shall be emptied and externally cleaned;

1.10.1.4 All stairwells cleaned as scheduled in §1.9, B-9 thru B-12.

1.10.1.5 The cleaning breezeways/bridges to buildings.

1.10.2 The square footages listed in Exhibit B-1 Site Locations and Data for sites with elevators are the total of all landings for all floors, and is included, if the parking garage is part of an office building. Landings are measured from the elevator threshold twenty (20) feet out by the total width of all elevators.

1.11 RESTOCKING, SANITARY NAPKIN DISPENSER UNITS:

1.11.1 Exhibit B-5, Sanitary Napkin Machine Locations, contains the locations of all sanitary napkin machines in County buildings. The Contractor's staff shall be responsible to keep the sanitary napkin units filled. The cost of such shall be included in the Fixed Rate per Service Day rate. The schedule to maintain supplies shall be placed on a monthly service interval. Some sites may require shorter or longer intervals dependant on usage history.

1.11.2 The Contractor shall be responsible to order product and resell to the County as a separate line item listed in Attachment A, PRICING. The Contractor shall be provided keys for each machine. The machines utilize one of two types of sanitary napkins. At a minimum, the Contractor is to restock with:

1.11.2.1 Tampon, regular absorbency

1.11.2.2 Napkin pad, package #4

1.11.3 The County shall be responsible for machine mechanical maintenance. Collections of revenue from the machines shall be the responsibility of the Contractor. All revenue collected shall be kept by the Contractor as part of the cost to administer this service.

1.12 WATERLESS URINAL FILTER CHANGE-OUT:

1.12.1 The County has in use at various locations waterless urinals. More may be added as needed. The Contractor shall be responsible for the filter change-out labor of these units. The filter change-out to be placed on an eight-week service interval (or more frequently if odors are present) and included in the fixed rate per service day. The change-out process takes about five (5) minutes per urinal. The tool to remove the old filter is included with the new filter.

1.12.2 Buildings that require this service are:

1.12.2.1 FMD Building [3311]

1.12.2.2 County Administration Building [3310]

1.12.2.3 Downtown Justice Courts [4053]

1.12.2.4 Santan Justice Court [1216]

1.12.2.5 Scottsdale Adult Probation [4608]

1.12.2.6 Southeast Public Facility [2855]

1.12.3 The County shall be responsible for maintenance and repairs of these urinals. The Contractor shall be responsible to procure replacement filters, billable back to the County as bid in Attachment A, PRICING.

1.12.4 Replacement filters may be obtained from Falcon Water free Technologies or local janitorial supply firms.

1.13 PRODUCT DISPENSERS:

1.13.1 All dispensers requested by the County (towel, toilet paper, soap, toilet seat cover, etc.) shall be obtained by the Contractor and supplied to the County at no additional cost. Existing dispensers, if worn or broken, and therefore need replacement, shall be replaced and installed by the Contractor.

1.13.2 The toilet dispensers are a mix of standard single-roll type and JRT JR. (Single roll and double roll). Paper towels dispensers are either C-fold, single fold, or rolled. Please see Exhibit B-4, Supplies List, regarding the use of proprietary dispensers. If a new dispenser is requested by the County where there was none before, the dispenser shall be supplied by the Contractor at no additional cost to the County and installed by the County.

1.13.3 If the County deems additional dispensers are needed at sites, the Contractor must provide the unit at no additional cost to the County

1.14 SUPPLIES:

1.14.1 Exhibit B-4, Supplies List is the minimum supply requirements. Contractor must meet or exceed the quality as listed in the supply exhibit.

1.14.2 Cleaning solvents shall be biodegradable, phosphate free and citrus-based when their use will not compromise health and quality of service or increase operational costs.

1.14.3 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

1.14.4 All surfactants and detergents shall be readily biodegradable and shall not contain phosphates as long as they do not denigrate service or equipment.

1.14.5 Industrial and institutional cleaning solvents hand soaps and paper products shall meet Green Seal certification standards or environmental preferably and performance standards established by the using or monitoring agency.

1.14.6 Samples of paper products shall be submitted to the County prior to contract award. Thirty percent postconsumer waste recycled paper shall be the standard when price and quality of service is equal and health and safety of employees is not prejudiced. Once approved, paper products shall not be changed to a lower product grade. Request to change paper products must have approval from the Facilities Management Department.

1.14.7 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

1.14.7.1 Toilet Tissue

1.14.7.1.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply

1.14.7.1.2 Toilet tissue, standard roll, 2-ply

1.14.7.2 Paper Towels: White or Natural

1.14.7.2.1 Rolls no less than 8" wide, no proprietary types

1.14.7.2.2 C-fold, 1-ply

1.14.7.2.3 Single fold, 1-ply

1.14.7.3 Trash Can Liners

1.14.7.3.1 Small 24X24 .31 mil

1.14.7.3.2 Medium 30X37 .39 mil

1.14.7.3.3 Large 40X48 .66 mil

1.14.7.4 Infectious/Biohazardous Receptacle Disposal Bags

1.14.7.4.1 Small 24X24 .31 mil

1.14.7.4.2 Medium 30X37 .39 mil

1.14.7.4.3 Large 40X48 .66 mil

Note: All infectious/biohardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

1.14.7.5 Toilet seat covers

1.14.7.5.1 Shall fit existing wall dispensers

1.14.7.6 Soap

1.14.7.6.1 Gravity fed hand soap dispensers

1.14.7.7 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)

1.14.7.7.1 The Eco Blue Cube shall be used in all urinals unless noted otherwise

1.14.7.7.2 Zum Waterless Urinals (White Tanks Library) shall use the Zum Green Sealant

1.14.7.8 Tampons and napkin pads

1.14.7.9 Ash Tray Sand

1.14.7.9.1 Kiln dried, white only, no play sand

1.14.7.10 Septic Systems

1.14.7.10.1 Various County Sites are on septic systems. All products shall be septic safe and meet septic system manufacturer guidelines for cleaning products.

1.15 CONTRACTOR EQUIPMENT:

All electrical powered equipment utilized by the Contractor must be operating within manufacturer's specifications and available for inspection by the County. Inspections may be conducted by FMD or the self-monitoring County department. The County reserves the right to bar Contractor's equipment from use in County buildings if such equipment is adjudged unsafe, posing a health and/or safety hazard. Vacuum cleaners shall meet the requirements of the Carpet

and Rug Institute's "Green Label Testing Program-Vacuum Cleaner Criteria" (capable of capturing 96 percent of particles measuring 0.3 microns and operating with a sound level less than 70dBA.

Continue to systematically replace existing cleaning equipment with equipment that meets the sustainability criteria outlined in LEED IEQ Credit 3.4: Green Cleaning – Sustainable cleaning Equipment.

1.16 DAYTIME PERCENTAGE INCREASE:

1.16.1 Most sites in Exhibit B-1 are for night cleaning, a few are listed for day cleaning, and some are a mix. Should a site listed as NIGHT cleaning be converted to DAY cleaning, or a portion thereof, the daytime percentage shall be used to calculate the cost for the conversion.

1.16.2 A percent premium shall be paid to the Contractor who holds the responsibility for a County building when a County agency requests conversion from night cleaning to day cleaning, or a portion of the site. The total square foot to be converted to day cleaning will be multiplied by the global square foot price, and multiplied by the premium percentage rate, the differential becomes the *additional cost* the Contractor shall be compensated to clean the desired area during daytime hours.

1.17 GLOBAL SQUARE FOOT PRICING:

The global square foot pricing is a cost per square foot to clean a particular facility. This figure is obtained by taking the annual total cost for the facility (Labor and Supplies) divided by the total square footage of the building.

1.18 UNOCCUPIED SPACE:

1.18.1 There may be times when a portion of a building becomes "unoccupied" for various reasons. Upon notice from the County, the Contractor will be instructed to cease cleaning the unoccupied portion, and the County shall receive a credit based on the Global Square Foot Cost each day unoccupied. The total square footage of the unoccupied space will be multiplied by the facilities Global Square Foot Cost and subtracted from the total fixed rate per service day. Should the site become re-occupied, fully or partially, the cost will be recomputed.

1.18.2 In order to qualify for the unoccupied credit, the following two conditions must occur:

1.18.2.1 25% or more of the total square foot of the floor must be unoccupied, and

1.18.2.2 a minimum 30-day site un-occupancy

1.19 MATERIAL SAFETY DATA SHEETS:

1.19.1 The Contractor shall provide Material Safety Data Sheets (MSDS) that comply with OSHA Title 29, section 1910.2000 for all chemicals intended for use in County facilities. If new chemical products are introduced or new janitorial employees are hired, the Contractor is responsible for reviewing the MSDS sheets with employees and to ensure that all employees understand and are trained in the safe use of all materials. The Contractor shall provide to the County a signed affidavit stating all Contractor employees assigned to County sites have read, understand, and have been trained in the safe use of all chemicals used in the performance of their duties. The MSDS sheets must be legible, and printed in English and Spanish. Only MSDS sheets for chemicals/cleaners used on-site are to be displayed. Published books containing all industry MSDS sheets are NOT acceptable.

- 1.19.2 All containers of cleaning materials, both stored and used, must be properly labeled as per OSHA requirements. The County will confiscate all cleaning agents that are not properly labeled.
- 1.19.3 Material Safety Data Sheets (MSDS) on ALL chemicals stored and used must be kept in EVERY janitorial or storage closet in which chemicals are kept. NO EXCEPTIONS. If there are no janitorial closets in a building, the Contractor must keep the MSDS sheets readily available on the service cart. The MSDS sheets are to be readily accessible and visible, preferably attached to wall or door. Contractor shall be responsible for any fines imposed for lack of their performance regarding MSDS sheets.

1.20 SUPPLY STORAGE:

The County will provide a storage room for supplies at each site if possible. Not all sites have janitorial closets, and not all sites with janitorial closets have sink facilities. The Contractor must provide supplies via their crew trucks to sites that do not have supply room provisions. All storage areas used by the Contractor will be kept in a neat manner by the Contractor. The supply area will be kept free of any offensive odor. Damp mopping, spot cleaning, and dusting shall be done on a routine basis. All materials and supplies shall be stored in an orderly manner.

1.21 ENGLISH SPEAKING REQUIREMENT:

- 1.21.1 The Contractor's job supervisor porters and additional personnel as deemed necessary by the Facilities Management Department or the County Department, must be literate and fluent in the English language. There is to be at least one (1) person or more, as directed by the Facilities Management Department, or the County Using Department, on each shift on site, who can speak, read and writes English. Porters MUST speak fluent English. This is not meant to require that all Contractor personnel speak, read, and write English. Most tasks may require only the job supervisor, crew leader, or a crewmember to speak, read, and writes English. This requirement is necessary due to the following reasons, which include but are not limited to:

- 1.21.1.1 Warnings of emergencies and hazards.

- 1.21.1.2 Preparation of reports as specified.

- 1.21.1.3 Communication with Maricopa County personnel and tenants.

- 1.21.2 Due to the significance of the above listed reasons, the English requirement is to enhance communications between the Contractor representatives, FMD, the County Departmental personnel, between the Contractor representatives and the public. Violations shall result in the immediate removal of employees with a corresponding deduction in daily billings until satisfied.

1.22 EMPLOYEES OF THE CONTRACTOR:

- 1.22.1 No one except authorized employees of the Contractor is allowed on the premises of Maricopa County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor. Failure of Contractor to meet this requirement will result in permanent removal of custodial employee from County buildings. It shall be a requirement of the Contractor to have all staff performing work at the County sites pass security screening. The cost of this requirement shall be performed by the County and the cost incurred by the County. The Contractor shall also provide the County with a current employee register quarterly. This register must contain the Name, Social Security Number, Phone Number, and Address of all employees assigned to this contract. If changes to the register occur, the Contractor must inform the County via electronic notice immediately.

1.22.2 Back Ground Checks:

Background checks will be a requirement for all employees of Contractor's staff providing services to the County. The cost of this service shall be incurred by the County.

1.22.3 Required Company Uniforms:

All employees must wear a company uniform (shirt or vest), identified with the company name at all times.

1.22.4 Removal Of Contractor's Employees:

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job covered by this contract, any employee who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County.

1.22.5 Contractor employees shall not provide access to County facilities to anyone.

1.23 CONTRACTOR GET-READY TIME LINE:

After award of this Contract, the Contractor shall have thirty (30) days to acquire equipment, staff, and all other requirements needed to perform the specifications of this Contract.

1.24 BUILDING SECURITY:

1.24.1 The Contractor's staff shall be provided keys to County facilities. These may be acquired by:

1.24.1.1 Keys stay on-site. Employee signs-out a set of keys (all looped on a single key ring) upon arrival at site, and must turn-in key set after completion of duties, or

1.24.1.2 Providing permanent key(s), wherein Contractor's employee signs for key as a responsible individual. Should an employee leave Contractor's work force, the signed for keys must be returned to the County. Keys not returned will cause the County to re-key the ENTIRE building and the cost be borne by the Contractor.

1.24.1.3 In lieu of or in addition to keys, the Contractor may be provided card access badges at the discretion of the Facilities Management Department.

1.24.2 Contractor shall be responsible for securing all buildings, offices, and facilities at the time of their service. Failure to comply will make Contractor responsible for all losses of County Property. If building must be re-keyed due to Contractor's staff losing key(s), or failure to return signed for keys after dismissal/departure of employee, costs of re-keying shall be borne by Contractor.

1.24.3 All entrance doors shall be locked after hours. This includes interior doors that connect rooms regularly open the public and restricted quarters. Such doors that are left unlocked in a secured area are subject to a charge.

1.24.4 Contractor's employees entering or leaving the building after hours shall make sure the doors described in §1.24.3 are locked at all times. They shall be alert upon entering and leaving buildings to ensure that no unauthorized persons are waiting to gain access to the building. Doors shall not be unlocked for anyone at anytime, or for any reason, while cleaning buildings. Janitor and storage closet doors shall be locked at all times. Fines

imposed to County by local municipalities due to negligence of Contractor's staff to properly energize alarm system shall be borne by the Contractor.

- 1.24.5 Keys for buildings under the control of the Superior Court shall be controlled by the Superior Court Security Director.

1.25 BILLABLE WORK:

Non-scheduled work, that is, work requested that is not covered under the normal day-to-day cleaning activities, shall be billed as Time and Materials. There will be a separate line item price based on an hourly rate in Attachment A, PRICING. All additional work must be billed separately. Within twenty-four (24) hours after receiving a verbal notice to proceed, the Contractor obtains a LETTER OF AUTHORIZATION TO PROCEED from the Contract Compliance Inspector staff person or the authorized representative of the County self-monitoring department. This authorization to be attached to invoice when billed for the work.

All work NOT authorized by FMD Contract Compliance Inspector staff shall be billed directly to the department authorizing the work.

1.26 DAMAGE TO COUNTY PROPERTY:

The Contractor shall carry on the above specifications in such manner that does not damage County property. In the event damage occurs to Maricopa County property or adjacent property by reason of custodial service operations performed under this Contractor, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from monies due the Contractor. Examples of possible damages are: improper control of floor machine, causing machine to slam into baseboards, splitting, cracking, or penetrating wall; improper use of carpet cleaners that cause bleaching of colors or staining; washing of painted wall that causes discoloration or staining, or other types of damages.

1.27 REFRIGERATOR CONTENTS – DAMAGED GOODS:

Electrically controlled refrigeration units containing drugs, vaccines, serums, medical supplies, etc., wherein contents have been damaged due to electrical source of refrigerated unit circuit breaker being manually tripped 'off', (used as an on/off switch), or said equipment unplugged by Contractor's staff, shall be Contractor's responsibility to replace said drugs, vaccines, serums, or medical supplies if so damaged.

1.28 DEFINITIONS:

The following are definitions used by the County for evaluating custodial service.

- 1.28.1 CLEAN: Free from dirt, dust, lint, stain, streaks, or debris from any surface.
- 1.28.2 CLEANING OF CARPET: The term 'cleaning' of carpet shall entail using a rotating process of one time bonneting and the next time extraction.
- 1.28.3 DAMP MOPPING: A satisfactorily mopped floor is completely without dirt, dust, marks, film, streaks, debris, or standing water.
- 1.28.4 DUST MOPPING: Use of a cut-fringe or looped-end dust mop, to pickup loose dust and dirt, pieces of paper, cigarette butts, and similar materials, on non-carpeted floors.
- 1.28.5 DUSTING (VERTICAL/HORIZONTAL): A properly dusted surface is completely free of all dirt and dust, streaks, lint, dead bugs, and cobwebs.
- 1.28.6 EXTRACTION CARPET PROCESS: This process entails pre-spraying the carpet with diluted shampoo, and extraction with clear hot water.

- 1.28.7 **FINISHED FLOOR (Application):** A floor is satisfactorily finished when all old wax has been completely removed, and sufficient coats of sealer and wax have been applied with enough drying time between each coat to assure no streaking, bubbling and yellowing. This will include all vinyl and baseboard areas.
- 1.28.8 **GLASS CLEANING:** Glass is clean when all glass surfaces are completely without dirt, streaks, film, unwanted stickers or glue, and mineral deposits.
- 1.28.9 **HEAVY SWEEPING:** Removal of dirt and coarse debris from outdoor stairwells, sidewalks, and entrances.
- 1.28.10 **HVAC:** Heating Ventilation Air Conditioning
- 1.28.11 **LOBBY:** Access to building leading into open area. A corridor or hall connected to a larger room or series of rooms and used as a passageway for both public and building employees.
- 1.28.12 **METAL CLEANING:** All cleaned metal surfaces are without deposits, tarnish or streaks, and with a uniform bright appearance. Any cleaner used is to be removed from adjacent surfaces.
- 1.28.13 **PLUMBING FIXTURES & DISPENSER CLEANING:** Plumbing fixtures and dispensers are clean when left free of all deposits, dust, streaks, film, odor, and stain.
- 1.28.14 **POLISHING OF FINISHED FLOORS:** All finished floors will be polished sufficiently for maximum gloss, removal of surface dirt, and have a uniform appearance without streaks. Only non-skid or approved finished will be used. All base molding surfaces will be protected and kept clean and uniform without marks, streaks, stains, OR DAMAGE.
- 1.28.15 **PORTER:** Custodian who does minor routine cleaning of the premises, such as, but not limited to: responds to emergency cleanups; ensures supplies are stocked in restrooms/break rooms during the course of the day; dusting; light vacuuming if requested by using departments; monitors entranceways for cleanliness. (Does not: make coffee, filing, moving furniture, etc. at the pleasure of the using agency). The porter may provide some cleaning requirements as listed in §2.8 Section K and L; and Exhibit B-1, Site Locations and Data.
- 1.28.16 **PUBLIC AREA:** Any open area within a building used by the public or the building employees for waiting, meeting, or conversing for County business (see also lobby).
- 1.28.17 **SCRUBBING:** Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, streaks, marks and standing water. Floor must have a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.
- 1.28.18 **SPOT:** A small area visibly different (as in color, finish, or material) from the surrounding area. Further defined as a soiled area less than 3" in size or diameter.
- 1.28.19 **SPOT CLEANING:** A surface adequately spot cleaned is free of all stains, deposits, and is free of cleaning marks.
- 1.28.20 **SPOT CLEANING CARPETS:** A carpet adequately spot cleaned is free of all stains, deposits, or spills. (Exceptions: Any stain, vendor has made every attempt to remove by industry standards, and such stain has become permanent to the surface). Care will be taken to use a product for cleaning that will not harm or discolor the carpet fibers or backing.

- 1.28.21 **SPRAY BUFFING:** Use of a floor machine with a white pad only, and occasional spray of floor wax to remove scuffs, minor stains, to produce a uniform luster appearance without streaks. Dust mopping afterwards to pickup any loose wax particles, dirt, debris, or foreign material.
- 1.28.22 **STAIN:** A soiled or discolored area that exceeds 3” in size or diameter.
- 1.28.23 **SWEEPING/VACUUMING:** A properly swept/vacuumed floor is completely free of all dirt, grit, dust, lint, and dead bugs, staples, paper clips, or any other debris.
- 1.28.24 **TRAFFIC AREA:** Any area in a building where the volume of public and/or building employees traverses through and along a route.
- 1.28.25 **VACANT or UNOCCUPIED SPACE:** Space vacant/unoccupied due to temporary move because of construction or departmental needs.
- 1.28.26 **WALL WASHING:** After cleaning, the surfaces of all walls, ceilings, exposed pipes and equipment, will have a uniform clean appearance, free from dirt, stains, streaks, lint, and cleaning marks. Painted surfaces must not be damaged. Hard finished wainscot or glazed ceramic tile surfaces must be bright, free of film, streaks and deposits.
- 1.29 Contractor shall implement and maintain an on-going Exposure Control Plan.
- This shall be a written Exposure Control Plan, documented proof of compliance with OSHA-mandated employee training, Hepatitis-B vaccination requirements, and a demonstrated history of compliance with all aspects of OSHA’s Blood Borne Pathogens Standard. Contractor is responsible for the cost of meeting all OSHA requirements
- 1.30 Contractor shall maintain an on-going Quality Control System.
- This shall include the philosophy and methodology they plan to use to ensure quality service is performed, and how Contractor plans to apply this plan to this Contract
- 1.31 Contractor shall maintain an on-going Hazard Communication Program.
- This shall be a written Chemical Hygiene and Safety Plan, documented proof of compliance with OSHA-mandated employee training, and demonstrated history of compliance with all aspects of OSHA's Hazard Communication Standard.
- 1.32 **FACILITIES:**
- During the course of this Contract, the County shall provide the Contractor’s personnel with adequate workspace as may be required by Contractor to carry out its obligation enumerated herein.
- 1.33 **DELIVERY:**
- It shall be the Contractor’s responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.
- 1.34 **STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):**
- The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If a firm **does not** want to grant such access, **please so state** in

your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

1.35 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

**EXHIBIT B-1
SITE LOCATION AND DATA**

All square footages and counts are estimates and should be verified by the Respondent.

If exclusions are NOT stated, the entire building shall be considered for services.

For listings of quantities/locations of sanitary napkin machines, see Exhibit 7.

0406	<i>MCDOT - Buckeye Service Facility</i> <i>26449 Highway 85</i> <i>Buckeye, AZ</i>		
	4X/WK DAYS		
	Total Square Feet	2,832	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	2,832	/ sq. ft.
	# Restrooms	3	/ ea.
	# Fixtures	9	/ ea.
	Employees	21	/ ea.
	Avg. Visitors	5	/ daily
	<i>Special Instructions:</i> Includes sign shop office		
1214	<i>Chandler WIC</i> <i>3002 N. Arizona Ave. #13</i> <i>Chandler, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	2,520	/ sq. ft.
	Carpet	1,260	/ sq. ft.
	Hard Floor	1,260	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	6	/ ea.
	Employees	6	/ ea.
	Avg. Visitors	250	/ daily
	<i>Special Instructions:</i> NONE		
1217	<i>Ed Robson Branch Library</i> <i>9330 E. Riggs Rd.</i> <i>Chandler, AZ</i>		
	3X/WK NIGHTS - M,Tu,F		
	Total Square Feet	6,000	/ sq. ft.
	Carpet	4,467	/ sq. ft.
	Hard Floor	1,492	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	14	/ ea.
	Employees	5	/ ea.
	Avg. Visitors	350	/ daily
	<i>Special Instructions:</i> Excluded: Retirement Center		
1401	<i>MCDOT - Administration</i> <i>2901 W. Durango</i> <i>Phoenix, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	69,720	/ sq. ft.
	Carpet	61,027	/ sq. ft.
	Hard Floor	8,693	/ sq. ft.
	# Restrooms	12	/ ea.
	# Fixtures	84	/ ea.
	Employees	250	/ ea.
	Avg. Visitors	60	/ daily
	<i>Special Instructions:</i> Sanitary napkin units located in this facility		

1402 *Flood Control - Administration*
 2801 W. Durango
 Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	69,450	/ sq. ft.
Carpet	66,000	/ sq. ft.
Hard Floor	3,450	/ sq. ft.
# Restrooms	12	/ ea.
# Fixtures	74	/ ea.
Employees	254	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

1 porter on duty between 8:00 AM - 5:00 PM
 6 shower stalls located in building
 Sanitary napkin units located in this facility

1404 *Flood Control - Operations*
 2801 W. Durango
 Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	6,634	/ sq. ft.
Carpet	5,778	/ sq. ft.
Hard Floor	856	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	13	/ ea.
Employees	30	/ ea.
Avg. Visitors	90	/ daily

Special Instructions:

8 shower stalls located in building

1405 *MCDOT - Highway Operations*
 2919 W. Durango
 Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	19,420	/ sq. ft.
Carpet	170	/ sq. ft.
Hard Floor	19,250	/ sq. ft.
# Restrooms	4	/ ea.
# Fixtures	27	/ ea.
Employees	200	/ ea.
Avg. Visitors	20	/ daily

Special Instructions:

NONE

1408 *MCDOT - Distribution Center*
 2222 S. 27th Ave.
 Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	4,140	/ sq. ft.
Carpet	1,940	/ sq. ft.
Hard Floor	2,200	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	10	/ ea.
Employees	14	/ ea.
Avg. Visitors	50	/ daily

Special Instructions:

Excludes warehouse
 Sanitary napkin units located in this facility

1409 *MCDOT - Traffic Operations*
 2909 W. Durango
 Phoenix, AZ

5X/WK NIGHTS		
Total Square Feet	38,213	/ sq. ft.
Carpet	258	/ sq. ft.
Hard Floor	37,955	/ sq. ft.
# Restrooms	3	/ ea.
# Fixtures	26	/ ea.
Employees	200	/ ea.
Avg. Visitors	20	/ daily
<i>Special Instructions:</i>		
Includes gym w/ 2 shower stalls		
Sanitary napkin units located in this facility		
1414	<i>Facilities Management - Durango Operations</i>	
	<i>2401 N. 28th Dr.</i>	
	<i>Phoenix, AZ</i>	
5X/WK NIGHTS		
Total Square Feet	2,411	/ sq. ft.
Carpet	945	/ sq. ft.
Hard Floor	245	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	12	/ ea.
Employees	30	/ ea.
Avg. Visitors	10	/ daily
<i>Special Instructions:</i>		
NONE		
1417	<i>Animal Care and Control</i>	
	<i>2500 South 27th Ave</i>	
	<i>Phoenix, AZ</i>	
5X/WK NIGHTS		
Total Square Feet	43,520	/ sq. ft.
Carpet		/ sq. ft.
Hard Floor	43,520	/ sq. ft.
# Restrooms	7	/ ea.
# Fixtures	39	/ ea.
Employees	72	/ ea.
Avg. Visitors	100	/ daily
<i>Special Instructions:</i>		
NONE		
1501	<i>Equipment Services</i>	
	<i>3325 W. Durango</i>	
	<i>Phoenix, AZ</i>	
5X/WK DAYS		
Total Square Feet	1,990	/ sq. ft.
Carpet	945	/ sq. ft.
Hard Floor	245	/ sq. ft.
# Restrooms	2	/ ea.
# Fixtures	9	/ ea.
Employees	65	/ ea.
Avg. Visitors	100	/ daily
<i>Special Instructions:</i>		
Includes mechanics restroom/locker room		
adjacent to shop area, and service writers		
restroom; Excludes shop areas		
1501	<i>MCSO - Jail Investigation/Support Center</i>	
	<i>3325 W. Durango</i>	
	<i>Phoenix, AZ</i>	
5X/WK DAYS		
Total Square Feet	5,456 23,868	/ sq. ft.
Carpet	5,082 21,194	/ sq. ft.

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	Hard Floor	<u>374 2,674</u>	/ sq. ft.
	# Restrooms	<u>2</u>	/ ea.
	# Fixtures	<u>24</u>	/ ea.
	Employees	<u>45 100</u>	/ ea.
	Avg. Visitors	<u>40 80</u>	/ daily
	<i>Special Instructions:</i>		
1511	<i>Telecommunications</i>		
	<i>3324 W. Gibson Lane</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK DAYS		
	Total Square Feet	<u>3,163</u>	/ sq. ft.
	Carpet	<u>1,684</u>	/ sq. ft.
	Hard Floor	<u>1,479</u>	/ sq. ft.
	# Restrooms	<u>3</u>	/ ea.
	# Fixtures	<u>8</u>	/ ea.
	Employees	<u>25</u>	/ ea.
	Avg. Visitors	<u>25</u>	/ daily
	<i>Special Instructions:</i>		
	Excludes shop		
1513	<i>ADP Custody Service Center / Suite 400</i>		
	<i>3325 W. Gibson Ln.</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	<u>4,494</u>	/ sq. ft.
	Carpet	<u>4,494</u>	/ sq. ft.
	Hard Floor		/ sq. ft.
	# Restrooms	<u>Share</u>	/ ea.
	# Fixtures	<u>0</u>	/ ea.
	Employees	<u>34</u>	/ ea.
	Avg. Visitors	<u>20</u>	/ daily
	<i>Special Instructions:</i>		
	See parking garage cleaning requirements		
	6 floors; 3 elevators		
	Includes security office (location of RR)		
1513	<i>Durango Parking Garage / Suite 300</i>		
	<i>3325 W. Gibson Ln.</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	<u>5,927</u>	/ sq. ft.
	Carpet	<u>2,421</u>	/ sq. ft.
	Hard Floor	<u>3,506</u>	/ sq. ft.
	# Restrooms	<u>2</u>	/ ea.
	# Fixtures	<u>15</u>	/ ea.
	Employees	<u>50</u>	/ ea.
	Avg. Visitors	<u>15</u>	/ daily
1513	<i>Durango Parking Garage / Protective Services</i>		
	<i>3325 W. Gibson Ln.</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	<u>1,957</u>	/ sq. ft.
	Carpet	<u>0</u>	/ sq. ft.
	Hard Floor	<u>1,957</u>	/ sq. ft.
	# Restrooms	<u>1</u>	/ ea.
	# Fixtures	<u>2</u>	/ ea.
	Employees	<u>15</u>	/ ea.
	Avg. Visitors	<u>1</u>	/ daily
1702	<i>Juvenile - Probation Administration</i>		
	<i>3125 W. Durango</i>		

<i>Phoenix, AZ</i>	
<hr/>	
5X/WK NIGHTS	
Total Square Feet	12,875 / sq. ft.
Carpet	3,754 / sq. ft.
Hard Floor	2,151 / sq. ft.
# Restrooms	2 / ea.
# Fixtures	10 / ea.
Employees	50 / ea.
Avg. Visitors	200 / daily
<i>Special Instructions:</i>	
1703 <i>Juvenile - Intake</i>	
<i>3125 W. Durango</i>	
<i>Phoenix, AZ</i>	
<hr/>	
5X/WK NIGHTS	
Total Square Feet	11,000 / sq. ft.
Carpet	1,253 / sq. ft.
Hard Floor	9,847 / sq. ft.
# Restrooms	4 / ea.
# Fixtures	14 / ea.
Employees	50 / ea.
Avg. Visitors	50 / daily
<i>Special Instructions:</i>	
Sanitary napkin units located in this facility	
1704 <i>Juvenile - Administration</i>	
<i>3125 W. Durango</i>	
<i>Phoenix, AZ</i>	
<hr/>	
5X/WK NIGHTS	
Total Square Feet	20,884 / sq. ft.
Carpet	19,541 / sq. ft.
Hard Floor	1,343 / sq. ft.
# Restrooms	3 / ea.
# Fixtures	17 / ea.
Employees	110 / ea.
Avg. Visitors	100 / daily
<i>Special Instructions:</i>	
Sanitary napkin units located in this facility	

1715	<i>Juvenile - Courts</i> <i>3131 W. Durango</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	135,629 / sq. ft.
	Carpet	110,947 / sq. ft.
	Hard Floor	23,682 / sq. ft.
	# Restrooms	28 / ea.
	# Fixtures	127 / ea.
	Employees	260 / ea.
	Avg. Visitors	700 / daily
	<i>Special Instructions:</i> 1 porter on duty between 8:00 AM - 5:00 PM Sanitary napkin units located in this facility	
1910	<i>MCSO - Vehicle Processing Center</i> <i>3465 W. Durango</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	55 / sq. ft.
	Carpet	0 / sq. ft.
	Hard Floor	55 / sq. ft.
	# Restrooms	1 / ea.
	# Fixtures	2 / ea.
	Employees	2 / ea.
	Avg. Visitors	15 / daily
	<i>Special Instructions:</i> Only restrooms are cleaned - no office space	
1914	<i>MCSO - Motorcycle Division</i> <i>3375 W. Durango</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	1,590 / sq. ft.
	Carpet	540 / sq. ft.
	Hard Floor	1,050 / sq. ft.
	# Restrooms	0 / ea.
	# Fixtures	0 / ea.
	Employees	2 / ea.
	Avg. Visitors	2 / daily
	<i>Special Instructions:</i> NONE	
1915N	<i>Durango Adult Probation</i> <i>3355 W. Durango</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	9,020 / sq. ft.
	Carpet	8,010 / sq. ft.
	Hard Floor	1,010 / sq. ft.
	# Restrooms	2 / ea.
	# Fixtures	13 / ea.
	Employees	6 / ea.
	Avg. Visitors	40 / daily
	<i>Special Instructions:</i> Sanitary napkin units located in this facility	
1915S	<i>MCSO - Fleet Management</i> <i>3355 W. Durango</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	

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	Total Square Feet	3,950	/ sq. ft.
	Carpet	3,358	/ sq. ft.
	Hard Floor	592	/ sq. ft.
	# Restrooms	0	/ ea.
	# Fixtures	0	/ ea.
	Employees	15	/ ea.
	Avg. Visitors	20	/ daily
	<i>Special Instructions:</i>		
	Sanitary napkin units located in this facility		
1917	<i>MCSO - Fleet Management</i>		
	<i>3345 W. Durango</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	768	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	768	/ sq. ft.
	# Restrooms	1	/ ea.
	# Fixtures	2	/ ea.
	Employees	2	/ ea.
	Avg. Visitors	2	/ daily
	<i>Special Instructions:</i>		
	Sanitary napkin units located in this facility		
1920	<i>MCSO - S.W.A.T. & Canine (north side)</i>		
	<i>3335 W. Durango</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK DAYS		
	Total Square Feet	7,761	/ sq. ft.
	Carpet	7,000	/ sq. ft.
	Hard Floor	761	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	13	/ ea.
	Employees	20	/ ea.
	Avg. Visitors	50	/ daily
	<i>Special Instructions:</i>		
	NONE		
1920	<i>MCSO - General Investigations (south side)</i>		
	<i>3335 W. Durango</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK DAYS		
	Total Square Feet	14,726	/ sq. ft.
	Carpet	14,080	/ sq. ft.
	Hard Floor	646	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	11	/ ea.
	Employees	70	/ ea.
	Avg. Visitors	8	/ daily
	<i>Special Instructions:</i>		
	NONE		

1965	<i>Residential Treatment Cntr – Adm. Build</i> <i>3445 W. Durango</i> <i>Phoenix, AZ</i>		
	5X/WK DAYS		
	Total Square Feet	<u>5508</u>	/ sq. ft.
	Carpet	<u>3598</u>	/ sq. ft.
	Hard Floor	<u>1047</u>	/ sq. ft.
	# Restrooms		/ ea.
	# Fixtures		/ ea.
	Employees		/ ea.
	Avg. Visitors	<u>50+</u>	/ daily
	<i>Special Instructions:</i> NONE		
1966	<i>Residential Management</i> <i>3445 W. Durango</i> <i>Phoenix, AZ</i>		
	5X/WK DAYS		
	Total Square Feet	<u>4781</u>	/ sq. ft.
	Carpet	<u>3006</u>	/ sq. ft.
	Hard Floor	<u>1775</u>	/ sq. ft.
	# Restrooms		/ ea.
	# Fixtures		/ ea.
	Employees		/ ea.
	Avg. Visitors	<u>50+</u>	/ daily
	<i>Special Instructions:</i> NONE		
2006	<i>Equipment Services</i> <i>16821 N. Dysart Rd.</i> <i>Surprise, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	<u>420</u>	/ sq. ft.
	Carpet	<u>0</u>	/ sq. ft.
	Hard Floor	<u>420</u>	/ sq. ft.
	# Restrooms	<u>2</u>	/ ea.
	# Fixtures	<u>4</u>	/ ea.
	Employees	<u>14</u>	/ ea.
	Avg. Visitors	<u>80</u>	/ daily
	<i>Special Instructions:</i> Restrooms only -- no offices		
2009	<i>El Mirage Branch Library</i> <i>14011 N. 1st Ave.</i> <i>El Mirage, AZ</i>		
	3X/WK DAYS - M,W,F		
	Total Square Feet	<u>2,614</u>	/ sq. ft.
	Carpet	<u>2,422</u>	/ sq. ft.
	Hard Floor	<u>192</u>	/ sq. ft.
	# Restrooms	<u>2</u>	/ ea.
	# Fixtures	<u>4</u>	/ ea.
	Employees	<u>3</u>	/ ea.
	Avg. Visitors	<u>1,445</u>	/ daily
	<i>Special Instructions:</i> NONE		
2025	<i>MCDOT - Northwest Service Facility</i> <i>12975 W. Bell Rd.</i> <i>Surprise, AZ</i>		
	4X/WK DAYS		

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	Total Square Feet	7,363	/ sq. ft.
	Carpet	2,386	/ sq. ft.
	Hard Floor	4,977	/ sq. ft.
	# Restrooms	4	/ ea.
	# Fixtures	20	/ ea.
	Employees	20	/ ea.
	Avg. Visitors	50	/ daily
	<i>Special Instructions:</i>		
	3 showers at this facility		
2029	<i>Superior Court - Northwest Facility</i>		
	<i>14264 W. Tierra Buena Ln.</i>		
	<i>Surprise, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	25,000	/ sq. ft.
	Carpet	16,900	/ sq. ft.
	Hard Floor	8,010	/ sq. ft.
	# Restrooms	8	/ ea.
	# Fixtures	24	/ ea.
	Employees	45	/ ea.
	Avg. Visitors	200	/ daily
	<i>Special Instructions:</i>		
	Sanitary napkin units located in this facility		
2033	<i>Superior Court - Northwest Regional Court</i>		
	<i>14264 W. Tierra Buena Ln.</i>		
	<i>Surprise, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	25,000	/ sq. ft.
	Carpet	16,900	/ sq. ft.
	Hard Floor	8,010	/ sq. ft.
	# Restrooms	8	/ ea.
	# Fixtures	24	/ ea.
	Employees	45	/ ea.
	Avg. Visitors	200	/ daily
	<i>Special Instructions:</i>		
	1 porter on duty between 8:00 AM - 5:00 PM		
	Sanitary napkin units located in this facility		
2310	<i>Adult Probation</i>		
	<i>6655 W. Glendale</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	44,846	/ sq. ft.
	Carpet	22,824	/ sq. ft.
	Hard Floor	22,002	/ sq. ft.
	# Restrooms	17	/ ea.
	# Fixtures	68	/ ea.
	Employees	174	/ ea.
	Avg. Visitors	230	/ daily
	<i>Special Instructions:</i>		
	NONE		
2316	<i>Assessor - Northwest Office</i>		
	<i>16700 N. 51st Ave. #F1-F3</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	3X/WK NIGHTS - M,W,F		
	Total Square Feet	6,610	/ sq. ft.
	Carpet	6,043	/ sq. ft.
	Hard Floor	567	/ sq. ft.
	# Restrooms	3	/ ea.

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	# Fixtures	10	/ ea.
	Employees	20	/ ea.
	Avg. Visitors	30	/ daily
	<i>Special Instructions:</i> NONE		
2403	<i>Guadalupe Branch Library</i> <i>9241 S. Avenida del Yaqui</i> <i>Guadalupe, AZ 85283</i>		
	3X/WK NIGHTS - M,Tu,F		
	Total Square Feet	3,776	/ sq. ft.
	Carpet	3,676	/ sq. ft.
	Hard Floor	100	/ sq. ft.
	# Restrooms	1	/ ea.
	# Fixtures	2	/ ea.
	Employees	4	/ ea.
	Avg. Visitors	200	/ daily
	<i>Special Instructions:</i>		
2406	<i>Guadalupe WIC</i> <i>9206 S. Avenida del Yaqui</i> <i>Guadalupe, AZ</i>		
	4X/WK NIGHTS - M,Tu,W,Th		
	Total Square Feet	1,920	/ sq. ft.
	Carpet	570	/ sq. ft.
	Hard Floor	1,350	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	5	/ ea.
	Employees	5	/ ea.
	Avg. Visitors	175	/ daily
	<i>Special Instructions:</i> Closed Fridays -- no cleaning		
2601	<i>Litchfield Park Branch Library</i> <i>101 W. Wigwam Blvd.</i> <i>Litchfield Park, AZ</i>		
	3X/WK DAYS - M,W,F		
	Total Square Feet	6,701	/ sq. ft.
	Carpet	6,001	/ sq. ft.
	Hard Floor	700	/ sq. ft.
	# Restrooms	4	/ ea.
	# Fixtures	9	/ ea.
	Employees	10	/ ea.
	Avg. Visitors	2,500	/ daily
	<i>Special Instructions:</i> NONE		
2801	<i>Justice Court - West Mesa</i> <i>2050 W. University</i> <i>Mesa, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	8,300	/ sq. ft.
	Carpet	6,700	/ sq. ft.
	Hard Floor	1,600	/ sq. ft.
	# Restrooms	5	/ ea.
	# Fixtures	10	/ ea.
	Employees	15	/ ea.
	Avg. Visitors	100	/ daily
	<i>Special Instructions:</i> NONE		
2809	<i>Mesa WIC</i> <i>423 N. Country Club Dr. #45</i>		

	<i>Mesa, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	3,600	/ sq. ft.
	Carpet	600	/ sq. ft.
	Hard Floor	3,000	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	8	/ ea.
	Employees	14	/ ea.
	Avg. Visitors	260	/ daily
	<i>Special Instructions:</i>		
	NONE		
2811	<i>Assessor - Mesa Office</i>		
	<i>943 S. Gilbert #102-104</i>		
	<i>Mesa, AZ</i>		
	3X/WK NIGHTS - M,W,F		
	Total Square Feet	7,272	/ sq. ft.
	Carpet	5,879	/ sq. ft.
	Hard Floor	1,393	/ sq. ft.
	# Restrooms	3	/ ea.
	# Fixtures	7	/ ea.
	Employees	25	/ ea.
	Avg. Visitors	20	/ daily
	<i>Special Instructions:</i>		
	NONE		
2814	<i>Adult Probation</i>		
	<i>245 Centennial Way</i>		
	<i>Mesa, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	26,685	/ sq. ft.
	Carpet	13,720	/ sq. ft.
	Hard Floor	12,965	/ sq. ft.
	# Restrooms	5	/ ea.
	# Fixtures	16	/ ea.
	Employees	148	/ ea.
	Avg. Visitors	200	/ daily
	<i>Special Instructions:</i>		
	NONE		
2852	<i>Equipment Services - Mesa Service Station</i>		
	<i>155 E. Coury Ave.</i>		
	<i>Mesa, AZ</i>		
	3X/WK DAYS - M,W,F		
	Total Square Feet	300	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	300	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	4	/ ea.
	Employees	2	/ ea.
	Avg. Visitors	25	/ daily
	<i>Special Instructions:</i>		
	Clean only between 3:00 - 5:00 PM		
2853	<i>MCSO - Mesa Substation</i>		
	<i>1840 S. Lewis</i>		
	<i>Mesa, AZ</i>		
	3X/WK DAYS - M,W,F		
	Total Square Feet	10,263	/ sq. ft.
	Carpet	9,163	/ sq. ft.
	Hard Floor	1,100	/ sq. ft.
	# Restrooms	8	/ ea.

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	# Fixtures	22	/ ea.
	Employees	75	/ ea.
	Avg. Visitors	12	/ daily
	<i>Special Instructions:</i>		
	NONE		
2855	<i>Southeast Public Facility</i>		
	<i>222 E. Javelina</i>		
	<i>Mesa, AZ</i>		
	<hr/>		
	5X/WK NIGHTS (SOME DAY CLEANING)		
	Total Square Feet	136,976	/ sq. ft.
	Carpet	78,564	/ sq. ft.
	Hard Floor	58,412	/ sq. ft.
	# Restrooms	50	/ ea.
	# Fixtures	200	/ ea.
	Employees	600	/ ea.
	Avg. Visitors	2,000	/ daily
	<i>Special Instructions:</i>		
	1 porter on duty between 8:00 AM - 5:00 PM		
	Day cleaning by porter:		
	Exhibit Office 805 sq. ft.		
	Expedited Service 690 sq. ft.		
	Sanitary napkin units located in this facility		
2856	<i>Juvenile - SE Complex</i>		
	<i>1810 S. Lewis</i>		
	<i>Mesa, AZ</i>		
	<hr/>		
	5X/WK NIGHTS (SOME DAY CLEANING)		
	Total Square Feet	75,095	/ sq. ft.
	Carpet	67,695	/ sq. ft.
	Hard Floor	7,400	/ sq. ft.
	# Restrooms	18	/ ea.
	# Fixtures	97	/ ea.
	Employees	300	/ ea.
	Avg. Visitors	1,800	/ daily
	<i>Special Instructions:</i>		
	Day cleaning by janitorial staff:		
	Clerk of Court 4,170 sq. ft.		
	Filing Room 2,094 sq. ft.		
	Sanitary napkin units located in this facility		
2858	<i>Apache/Greenfield WIC</i>		
	<i>4919 E. Main St.</i>		
	<i>Mesa, AZ</i>		
	<hr/>		
	4X/WK NIGHTS		
	Total Square Feet	1,400	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	1,400	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	5	/ ea.
	Employees	6	/ ea.
	Avg. Visitors	127	/ daily
	<i>Special Instructions:</i>		
	Closed Fridays		
2860	<i>Juvenile - Mesa Parking Garage</i>		
	<i>1620 S. Lewis</i>		
	<i>Mesa, AZ</i>		
	<hr/>		
	3X/WK DAYS - M,W,F		
	Total Square Feet	960	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	960	/ sq. ft.

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	# Restrooms	0	/ ea.
	# Fixtures	0	/ ea.
	Employees	n/a	/ ea.
	Avg. Visitors	150	/ daily
	<i>Special Instructions:</i>		
	See parking garage cleaning requirements		
	4 floors, 1 elevator		
2871	<i>Juvenile - New Addition</i>		
	<i>1840 S. Lewis</i>		
	<i>Mesa, AZ</i>		
	<hr/>		
	7X/WK NIGHTS		
	Total Square Feet	12,777	/ sq. ft.
	Carpet	8,487	/ sq. ft.
	Hard Floor	4,290	/ sq. ft.
	# Restrooms	6	/ ea.
	# Fixtures	18	/ ea.
	Employees	13	/ ea.
	Avg. Visitors	100	/ daily
	<i>Special Instructions:</i>		
	7-day cleaning schedule		
	Excluded: Employee break room		
3105	<i>Human Services - Workforce Connections</i>		
	<i>9770 W. Peoria</i>		
	<i>Peoria, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	12,789	/ sq. ft.
	Carpet	10,357	/ sq. ft.
	Hard Floor	2,432	/ sq. ft.
	# Restrooms	3	/ ea.
	# Fixtures	8	/ ea.
	Employees	25	/ ea.
	Avg. Visitors	150	/ daily
	<i>Special Instructions:</i>		
	NONE		
3204	<i>Sunnyslope WIC</i>		
	<i>9100 N. Central Ave.</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	3,000	/ sq. ft.
	Carpet	100	/ sq. ft.
	Hard Floor	2,900	/ sq. ft.
	# Restrooms	3	/ ea.
	# Fixtures	8	/ ea.
	Employees	10	/ ea.
	Avg. Visitors	300	/ daily
	<i>Special Instructions:</i>		
	NONE		
3301	<i>Superior Court - West Court Building</i>		
	<i>111 S. 3rd Ave.</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	123,567	/ sq. ft.
	Carpet	62,765	/ sq. ft.
	Hard Floor	60,802	/ sq. ft.
	# Restrooms	27	/ ea.
	# Fixtures	120	/ ea.
	Employees	350	/ ea.
	Avg. Visitors	2,000	/ daily

Special Instructions:	
Sanitary napkin units located in this facility	
3303	<i>Superior Court - East Court Building</i> <i>101 W. Jefferson St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	150,529 / sq. ft.
Carpet	99,404 / sq. ft.
Hard Floor	51,125 / sq. ft.
# Restrooms	105 / ea.
# Fixtures	265 / ea.
Employees	900 / ea.
Avg. Visitors	1,500 / daily
<hr/>	
Special Instructions:	
1 porter on duty between 8:00 AM - 5:00 PM	
Sanitary napkin units located in this facility	
3304	<i>Supervisors Auditorium</i> <i>205 W. Jefferson St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	5,208 / sq. ft.
Carpet	1,342 / sq. ft.
Hard Floor	3,866 / sq. ft.
# Restrooms	4 / ea.
# Fixtures	14 / ea.
Employees	0 / ea.
Avg. Visitors	100 / weekly
<hr/>	
Special Instructions:	
Sanitary napkin units located in this facility	
3305	<i>Superior Court - Central Court Building</i> <i>201 W. Jefferson St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	262,072 / sq. ft.
Carpet	154,840 / sq. ft.
Hard Floor	107,232 / sq. ft.
# Restrooms	104 / ea.
# Fixtures	350 / ea.
Employees	900 / ea.
Avg. Visitors	2,000 / daily
<hr/>	
Special Instructions:	
2 porters on duty between 8:00 AM - 5:00 PM	
Sanitary napkin units located in this facility	
3310	<i>Administration Building</i> <i>301 W. Jefferson St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	293,704 / sq. ft.
Carpet	228,804 / sq. ft.
Hard Floor	64,900 / sq. ft.
# Restrooms	36 / ea.
# Fixtures	250 / ea.
Employees	950 / ea.
Avg. Visitors	800 / daily
<hr/>	
Special Instructions:	
1 porter on duty between 8:00 AM - 5:00 PM	
6 shower stalls and exercise room	
Includes bridge to WCB	

Sanitary napkin units located in this facility	
Waterless urinals located in this facility	
3311	<i>Facilities Management & Garage</i> <i>401 W. Jefferson St.</i> <i>Phoenix, AZ</i> 5X/WK NIGHTS Total Square Feet 13,575 / sq. ft. Carpet 9,360 / sq. ft. Hard Floor 4,215 / sq. ft. # Restrooms 2 / ea. # Fixtures 20 / ea. Employees 80 / ea. Avg. Visitors 50 / daily <i>Special Instructions:</i> See also parking garage cleaning requires Includes bridge to Administration Building Garage has 5 floors, 3 elevators Sanitary napkin units located in this facility Waterless urinals located in this facility
3311	<i>Equipment Services - Downtown Station</i> <i>120 S. 4th Ave.</i> <i>Phoenix, AZ</i> <hr/> 5X/WK NIGHTS Total Square Feet 400 / sq. ft. Carpet 0 / sq. ft. Hard Floor 400 / sq. ft. # Restrooms 2 / ea. # Fixtures 5 / ea. Employees 2 / ea. Avg. Visitors 100 / daily <i>Special Instructions:</i> Office, restrooms, empty trash on fuel island, in shop: sink, water fountain
3315	<i>Jackson St. Customer Service Center / Garage</i> <i>601 W. Jackson St.</i> <i>Phoenix, AZ</i> <hr/> 5X/WK NIGHTS Total Square Feet 101,355 / sq. ft. Carpet 44,085 / sq. ft. Hard Floor 57,270 / sq. ft. # Restrooms 9 / ea. # Fixtures 44 / ea. Employees n/a / ea. Avg. Visitors 4,000 / daily <i>Special Instructions:</i> See also parking garage cleaning requires Garage has 9 floors, 4 elevators Sanitary napkin units located in this facility
3317	<i>Star Call Center</i> <i>701 W. Jefferson St.</i> <i>Phoenix, AZ</i> <hr/> 5X/WK NIGHTS Total Square Feet 13,503 / sq. ft. Carpet 11,352 / sq. ft. Hard Floor 2,151 / sq. ft. # Restrooms 2 / ea. # Fixtures 11 / ea. Employees 100 / ea.

	Avg. Visitors	<u>0</u> / daily
	<i>Special Instructions:</i> NONE	
3317	<i>Forensic Science Garage</i> <i>701 W. Jefferson St.</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	<u>3,814</u> / sq. ft.
	Carpet	<u> </u> / sq. ft.
	Hard Floor	<u>3,814</u> / sq. ft.
	# Restrooms	<u> </u> / ea.
	# Fixtures	<u> </u> / ea.
	Employees	<u>162</u> / ea.
	Avg. Visitors	<u>60</u> / daily
	<i>Special Instructions:</i> See also parking garage cleaning requires Garage has 8 floors, 4 elevators	
3320	<i>Forensic Science Center</i> <i>701 W. Jefferson St.</i> <i>Phoenix, AZ</i>	
	5X/WK DAYS	
	Total Square Feet	<u>36,348</u> / sq. ft.
	Carpet	<u>13,333</u> / sq. ft.
	Hard Floor	<u>19,976</u> / sq. ft.
	# Restrooms	<u>10</u> / ea.
	# Fixtures	<u>28</u> / ea.
	Employees	<u>62</u> / ea.
	Avg. Visitors	<u>60</u> / daily
	<i>Special Instructions:</i> Clean between 10:30 AM - 7:00 PM Sanitary napkin units located in this facility	
3321	<i>Santa Fe Train Depot</i> <i>501 W. Jackson St. #A</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	<u>2,943</u> / sq. ft.
	Carpet	<u>643</u> / sq. ft.
	Hard Floor	<u>2,300</u> / sq. ft.
	# Restrooms	<u>3</u> / ea.
	# Fixtures	<u>10</u> / ea.
	Employees	<u>4</u> / ea.
	Avg. Visitors	<u>20</u> / daily
	<i>Special Instructions:</i> NONE	
3325	<i>Downtown Court Tower</i> <i>175 W. Madison St.</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	<u>478,015</u> / sq. ft.
	Carpet	<u>280,203</u> / sq. ft.
	Hard Floor	<u>197,812</u> / sq. ft.
	# Restrooms	<u>193</u> / ea.
	# Fixtures	<u>655</u> / ea.
	#Restrooms - Holding.....	<u>187</u> / ea.
	#Fixtures - Comby Units.....	<u>187</u> / ea.
	Employees	<u>300/ ea.</u> (Estimated)
	Avg. Visitors	<u>1,500/daily</u> (Estimated)
	<i>Special Instructions:</i>	

2 porters on duty between 8:00 AM - 5:00 PM	
3401	<i>Superior Court - Old Courthouse</i> <i>125 W. Washington St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	77,007 / sq. ft.
Carpet	35,662 / sq. ft.
Hard Floor	41,345 / sq. ft.
# Restrooms	24 / ea.
# Fixtures	64 / ea.
Employees	180 / ea.
Avg. Visitors	450 / daily
<i>Special Instructions:</i>	
Sanitary napkin units located in this facility	
3801	<i>Emergency Management</i> <i>2035 N. 52nd St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK DAYS	
Total Square Feet	7,500 / sq. ft.
Carpet	842 / sq. ft.
Hard Floor	6,658 / sq. ft.
# Restrooms	2 / ea.
# Fixtures	17 / ea.
Employees	15 / ea.
Avg. Visitors	15 / daily
<i>Special Instructions:</i>	
Clean only between 3:00 PM - 5:00 PM	
4 showers at this facility	
3843	<i>North Valley WIC</i> <i>19401 N. Cave Creek Rd. #8 & #9</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	2,850 / sq. ft.
Carpet	0 / sq. ft.
Hard Floor	2,850 / sq. ft.
# Restrooms	2 / ea.
# Fixtures	5 / ea.
Employees	6 / ea.
Avg. Visitors	200 / daily
<i>Special Instructions:</i>	
NONE	
3846	<i>Public Health</i> <i>1645 E. Roosevelt</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	53,000
Carpet	14,683
Hard Floor	38,317
# Restrooms	12
# Fixtures	120
Employees	125
Avg. Visitors	500
<i>Special Instructions:</i>	
1 porter on duty between 9:00 AM - 5:00 PM	
3853	<i>Northeast Consolidated Courts</i> <i>18380 N. 40th St.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK NIGHTS (SOME DAY CLEANING)	

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	Total Square Feet	104,295	/ sq. ft.
	Carpet	69,530	/ sq. ft.
	Hard Floor	34,765	/ sq. ft.
	# Restrooms	32	/ ea.
	# Fixtures	102	/ ea.
	Employees	300	/ ea.
	Avg. Visitors	600	/ daily
	<i>Special Instructions:</i>		
	1 porter on duty between 8:00 AM - 5:00 PM		
	Day clean areas--		
	Clerk of Court; 1,645 sq. ft. Rms 263,259, 266, 260		
	Justice Court; 1,057 sq. ft. Rms 309, 316, 317, 318, 319, 320, 321, 314, 314A		
	Sanitary napkin units located in this facility		
3857	<i>Hatcher Adult Probation</i>		
	<i>333 West Hatcher</i>		
	<i>Phoenix, AZ</i>		
	<hr/> 5X/WK NIGHTS (SOME DAY CLEANING)		
	Total Square Feet	7,981	/ sq. ft.
	Carpet	2,888	/ sq. ft.
	Hard Floor	4,104	/ sq. ft.
	# Restrooms	4	/ ea.
	# Fixtures	11	/ ea.
	Employees	25	/ ea.
	Avg. Visitors	100	/ daily
	<i>Special Instructions:</i>		
	NONE		
3913	<i>Agricultural Extension Co-op</i>		
	<i>4345 E. Broadway Rd.</i>		
	<i>Phoenix, AZ</i>		
	<hr/> 5X/WK NIGHTS		
	Total Square Feet	16,500	/ sq. ft.
	Carpet	11,500	/ sq. ft.
	Hard Floor	5,000	/ sq. ft.
	# Restrooms	7	/ ea.
	# Fixtures	29	/ ea.
	Employees	80	/ ea.
	Avg. Visitors	120	/ daily
	<i>Special Instructions:</i>		
	NONE		
3933	<i>Adult Probation</i>		
	<i>3535 S. 7th St.</i>		
	<i>Phoenix, AZ</i>		
	<hr/> 5X/WK DAYS		
	Total Square Feet	5,422	/ sq. ft.
	Carpet	3,081	/ sq. ft.
	Hard Floor	2,341	/ sq. ft.
	# Restrooms	4	/ ea.
	# Fixtures	9	/ ea.
	Employees	60	/ ea.
	Avg. Visitors	150	/ daily
	<i>Special Instructions:</i>		
	Clean only between 7:00 AM - 11:00 AM		
	Sanitary napkin units located in this facility		
3934	<i>South Phoenix WIC</i>		
	<i>438 E. Southern</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		

	5X/WK NIGHTS		
	Total Square Feet	4,048	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	4,048	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	7	/ ea.
	Employees	13	/ ea.
	Avg. Visitors	142	/ daily
	<i>Special Instructions:</i>		
	NONE		
4039	<i>One West Madison</i>		
	<i>One West Madison</i>		
	<i>Phoenix, AZ</i>		
	Total Square Feet	25,000	/ sq. ft.
	Carpet	16,070	/ sq. ft.
	Hard Floor	8,930	/ sq. ft.
	# Restrooms	12	/ ea.
	# Fixtures	43	/ ea.
	Employees	50	/ ea.
	Avg. Visitors	70	/ daily
	<i>Special Instructions</i>		
4040	<i>Seventh Avenue WIC</i>		
	<i>1260 S. 7th Ave</i>		
	<i>Phoenix, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	5,016	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	5,016	/ sq. ft.
	# Restrooms	23	/ ea.
	# Fixtures	5	/ ea.
	Employees	13	/ ea.
	Avg. Visitors	265	/ daily
	<i>Special Instructions:</i>		
	NONE		
4051	<i>Human Services Homeless Campus</i>		
	<i>220 S. 12 Ave.</i>		
	<i>Phoenix, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	15,216	/ sq. ft.
	Carpet	3,800	/ sq. ft.
	Hard Floor	11,416	/ sq. ft.
	# Restrooms	6	/ ea.
	# Fixtures	34	/ ea.
	Employees	30	/ ea.
	Avg. Visitors	100	/ daily
	<i>Special Instructions:</i>		
	NONE		
4052	<i>Chambers Building</i>		
	<i>301 South 4th Ave</i>		
	<i>Phoenix, AZ</i>		
	5X/WK NIGHTS		
	Total Square Feet	65,498	/ sq. ft.
	Carpet	43,378	/ sq. ft.
	Hard Floor	12,060	/ sq. ft.
	# Restrooms	16	/ ea.
	# Fixtures	43	/ ea.
	Employees	100	/ ea.

	Avg. Visitors	40 / daily
	<i>Special Instructions:</i> NONE	
4053	<i>Justice Court - Downtown Phoenix</i> <i>620 W. Madison St.</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	407,320 / sq. ft.
	Carpet	305,490 / sq. ft.
	Hard Floor	101,830 / sq. ft.
	# Restrooms	32 / ea.
	# Fixtures	170 / ea.
	Employees	1,300 / ea.
	Avg. Visitors	500 / daily
	<i>Special Instructions:</i> Sanitary napkin units located in this facility Waterless urinals located in this facility	
4115	<i>Maryvale WIC</i> <i>4002 N. 67th Ave. #10</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	3,894 / sq. ft.
	Carpet	0 / sq. ft.
	Hard Floor	3,894 / sq. ft.
	# Restrooms	4 / ea.
	# Fixtures	10 / ea.
	Employees	22 / ea.
	Avg. Visitors	4,000 / monthly
	<i>Special Instructions:</i> Note-- Restrooms are external to the office and publicly used	
4121	<i>Law Enforcement Data Center</i> <i>2656 N. 37th Ave.</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	4,144 / sq. ft.
	Carpet	520 / sq. ft.
	Hard Floor	3,624 / sq. ft.
	# Restrooms	2 / ea.
	# Fixtures	6 / ea.
	Employees	12 / ea.
	Avg. Visitors	8 / daily
	<i>Special Instructions:</i> NONE	
4137	<i>Security Building</i> <i>222 N. Central Ave.</i> <i>Phoenix, AZ</i>	
	5X/WK NIGHTS	
	Total Square Feet	125,781 / sq. ft.
	Carpet	109,781 / sq. ft.
	Hard Floor	16,000 / sq. ft.
	# Restrooms	28 / ea.
	# Fixtures	117 / ea.
	Employees	375 / ea.
	Avg. Visitors	1,110 / daily
	<i>Special Instructions:</i> Sanitary napkin units located in this facility	
4150	<i>Thomas WIC</i>	

	3003 W. Thomas Rd Phoenix, AZ		
	5X/WK NIGHTS		
	Total Square Feet	4,488	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	4,488	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	7	/ ea.
	Employees	15	/ ea.
	Avg. Visitors	166	/ daily
	Special Instructions:		
	NONE		
4157	Security Center 234 N. Central Ave. Phoenix, AZ		
	5X/WK NIGHTS		
	Total Square Feet	135,835	/ sq. ft.
	Carpet	118,835	/ sq. ft.
	Hard Floor	18,000	/ sq. ft.
	# Restrooms	28	/ ea.
	# Fixtures	117	/ ea.
	Employees	375	/ ea.
	Avg. Visitors	90	/ daily
	Special Instructions:		
	Porter on duty 10:00 - 2:00 PM		
	Sanitary napkin units located in this facility		
4166	Adult Probation 2445 W. Indianola Phoenix, AZ		
	5X/WK NIGHTS		
	Total Square Feet	28,456	/ sq. ft.
	Carpet	23,056	/ sq. ft.
	Hard Floor	5,400	/ sq. ft.
	# Restrooms	8	/ ea.
	# Fixtures	48	/ ea.
	Employees	100	/ ea.
	Avg. Visitors	150	/ daily
	Special Instructions:		
	NONE		
4602	Assessor - Scottsdale Office 15023 N. 75th St. Scottsdale, AZ		
	3X/WK NIGHTS - M,W,F		
	Total Square Feet	9,245	/ sq. ft.
	Carpet	7,925	/ sq. ft.
	Hard Floor	1,320	/ sq. ft.
	# Restrooms	3	/ ea.
	# Fixtures	9	/ ea.
	Employees	20	/ ea.
	Avg. Visitors	100	/ daily
	Special Instructions:		
	NONE		
4608	Adult Probation Scottsdale 8230 East Buterus Dr Scottsdale, AZ		
	5X/WK NIGHTS		
	Total Square Feet	13,246	/ sq. ft.
	Carpet	9,643	/ sq. ft.

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	Hard Floor	3,557	/ sq. ft.
	# Restrooms	5	/ ea.
	# Fixtures	21	/ ea.
	Employees	50	/ ea.
	Avg. Visitors	90	/ daily
	<i>Special Instructions:</i>		
	NONE		
4808	<i>MCDOT-New River</i>		
	<i>41835 W. New River Road</i>		
	<i>New River, AZ</i>		
	<hr/>		
	4X/WK DAYS		
	Total Square Feet	4,231	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	4,231	/ sq. ft.
	# Restrooms	2	/ ea.
	# Fixtures	6	/ ea.
	Employees	10	/ ea.
	Avg. Visitors	5	/ daily
	<i>Special Instructions:</i>		
	NONE		
5105	<i>Animal Control Center</i>		
	<i>2630 E. 8th St.</i>		
	<i>Tempe, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	4,550	/ sq. ft.
	Carpet	0	/ sq. ft.
	Hard Floor	4,550	/ sq. ft.
	# Restrooms	4	/ ea.
	# Fixtures	14	/ ea.
	Employees	32	/ ea.
	Avg. Visitors	300	/ daily
	<i>Special Instructions:</i>		
	1 shower stall		
	Excluded: kennels		
5719	<i>White Tanks Library</i>		
	<i>20304 W. White Tank Mountain Rd.</i>		
	<i>Waddell, AZ 85355</i>		
	<hr/>		
	3X/WK NIGHTS - M,W,F		
	Total Square Feet	25,000	/ sq. ft.
	Carpet	17,009	/ sq. ft.
	Hard Floor	7,991	/ sq. ft.
	# Restrooms	4	/ ea.
	# Fixtures	9	/ ea.
	Employees	10	/ ea.
	Avg. Visitors	Unknown	/ daily
	<i>Special Instructions:</i>		
6202	<i>Materials Management / MCSO Warehouse</i>		
	<i>320 W. Lincoln St.</i>		
	<i>Phoenix, AZ</i>		
	<hr/>		
	5X/WK NIGHTS		
	Total Square Feet	8,040	/ sq. ft.
	Carpet	7,050	/ sq. ft.
	Hard Floor	990	/ sq. ft.
	# Restrooms	6	/ ea.
	# Fixtures	20	/ ea.
	Employees	40	/ ea.
	Avg. Visitors	50	/ daily
	<i>Special Instructions:</i>		

Sanitary napkin units located in this facility	
6205	<i>Elections</i> <i>510 S. 3rd Ave.</i> <i>Phoenix, AZ</i>
<hr/>	
5X/WK DAYS	
Total Square Feet	31,862 / sq. ft.
Carpet	9,229 / sq. ft.
Hard Floor	22,633 / sq. ft.
# Restrooms	5 / ea.
# Fixtures	26 / ea.
Employees	45 / ea.
Avg. Visitors	200 / daily
<i>Special Instructions:</i>	
Sanitary napkin units located in this facility	
6605	<i>MCSSO - Bluepoint Lake-Aid Station</i> <i>7307 N. Bush Highway</i> <i>Mesa, AZ</i>
<hr/>	
2X/WK DAYS - Tu,Th	
Total Square Feet	7,620 / sq. ft.
Carpet	2,810 / sq. ft.
Hard Floor	4,810 / sq. ft.
# Restrooms	2 / ea.
# Fixtures	5 / ea.
Employees	6 / ea.
Avg. Visitors	100/ daily (Seasonal)
<i>Special Instructions:</i>	
NONE	
7036	<i>Glendale WIC</i> <i>5141 West Lamar Road</i> <i>Glendale, AZ</i>
<hr/>	
5X/WK NIGHTS	
Total Square Feet	4,900 / sq. ft.
Carpet	/ sq. ft.
Hard Floor	4,900 / sq. ft.
# Restrooms	3 / ea.
# Fixtures	13 / ea.
Employees	15 / ea.
Avg. Visitors	260 / daily
<i>Special Instructions:</i>	
Sanitary napkin units located in this facility	

EXHIBIT B-2 SITE INSPECTION REPORT



JANITORIAL CONTRACT

SERIAL 10086-RFP

SITE NAME _____

BUILDING # _____

CONTRACTOR _____

FLOOR # _____

A = ACCEPTABLE**U = UNACCEPTABLE**

§2.8

COMMENTS

DEDUCTIONS

SECTION A-- GENERAL OFFICE AREAS		
SECTION B-- ELEVATORS, LANDINGS, STAIRWELLS		
SECTION C-- DATA PROCESSING AREAS		
SECTION D-- RESTROOMS, SHOWERS, LOCKER ROOMS		
SECTION E-- MEDICAL LABS , CLINIC AREAS		
SECTION F-- COURTROOMS		
SECTION G-- JANITORIAL CLOSETS		
SECTION H-- OUTSIDE REFUSE AREAS, LOADING DOCKS		
SECTION J-- PARKING GARAGES, BREEZEWAYS		
SECTION K-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT LIBRARIES		
SECTION L-- ADDITIONAL INSTRUCTIONS FOR PORTERS AT OTHER PORTER SITES		

Notice to Contractor:

The Contract Compliance Inspector or the Self-Monitoring County Department has made a proactive attempt to communicate to your firm any discrepancies found during a routine inspection of this site. Your company will be required to correct any deficiencies noted, by the close of business 12/31/06. Failure to correct these discrepancies in the allotted time frame shall result in deductions from your monthly invoice. Discrepancies that have been corrected will be noted and deleted.

OR

Contract Compliance Inspector_____
Self-Monitoring Department

EXHIBIT B-3
MONTHLY PORTER SIGN-IN / SIGN-OUT LOG

SITE NAME _____ SITE BUILDING NUMBER _____

MONTH/YEAR _____

COMPANY NAME _____

[illegible]

The original of this form shall be attached to the end-of-month invoice for all sites that have assigned porters

EXHIBIT B-4 SUPPLIES LIST

- 1.1.1 The following is a register of common supplies. Dispensers shall be furnished by the contractor at no additional cost to the County. The dispensers themselves may be proprietary; however, the paper product must be generic size. Adapters to convert a proprietary dispenser to generic paper rolls are acceptable. Not all sites require the JRT JR. toilet tissue dispensers.

1.1.1.1 Toilet Tissue

1.1.1.1.1 JRT JR. (approx. 1,100 ft. rolls) no less than 3.75" wide, 2-ply

1.1.1.1.2 Toilet tissue, standard roll, 2-ply

1.1.1.2 Paper Towels: White or Natural

1.1.1.2.1 Rolls no less than 8" wide, no proprietary types

1.1.1.2.2 C-fold, 1-ply

1.1.1.2.3 Single fold, 1-ply

1.1.1.3 Trash Can Liners

1.1.1.3.1 Small 24X24 .31 mil

1.1.1.3.2 Medium 30X37 .39 mil

1.1.1.3.3 Large 40X48 .66 mil

1.1.1.4 Infectious/Biohazardous Receptacle Disposal Bags

1.1.1.4.1 Small 24X24 .31 mil

1.1.1.4.2 Medium 30X37 .39 mil

1.1.1.4.3 Large 40X48 .66 mil

Note: All infectious/biohardous disposal bags to be "red" color; must meet OSHA regulations for waste containment; must have universal biohazardous markings; must have English/Spanish infectious waste imprint.

1.1.1.5 Toilet seat covers

1.1.1.5.1 Shall fit existing wall dispensers

1.1.1.6 Soap

1.1.1.6.1 Gravity fed hand soap dispensers

1.1.1.7 Toilet bowl/urinal deodorizers w/ screen (optional as determined by County)

1.1.1.7.1 Ecoblue Cube shall be used in all urinals

1.1.1.8 Tampons and napkin pads

1.1.1.9 Ash Tray Sand

1.1.1.9.1 Kiln dried, white only, no play sand

EXHIBIT B-5
SANITARY NAPKIN MACHINE LOCATIONS

Bldg #	Site Name	Floor	Count	Key
1401	MCDOT Transportation	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1402	Flood Control	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263
		2nd Public	1	HL-263
		2nd Staff	1	HL-263
		2nd Staff	1	HL-263
1408	MCDOT Distribution	1st	1	CR-1X
1409	MCDOT Traffic Operations	1st	1	HL-263
1703	Juvenile Administration	1st Public	1	Cat-74 & 118
1704	Juvenile Addition	1st	1	E-114
1715	Juvenile Court Building	1st	1	2055
		1st	1	2055
		2nd	1	2055
		2nd	1	2055
		3rd	1	2055
		3rd	1	2055
1915	Adult Probation	1st	1	CR-1X
1916	Juvenile Probation	1st	1	E-114
1917	MCSO Training Building	1st	1	CR-1X
2029	Northwest Regional Courts	1st Public	1	54-G217
		1st Staff	1	54-G217&C415
2855	Southeast Regional Center	1st Staff	1	Cat-118
		2nd Jury 204	1	H85
		3rd Jury 302	1	H85
		3rd Jury 304	1	H85
		4th Jury 402	1	H85
		4th Jury 404	1	H85
2856	Southeast Juvenile	1st Public	1	HL-263
		1st Staff	1	HL-263
		1st Staff	1	HL-263

SERIAL 10086-RFP

		2nd Staff	1	H-85
		2nd Staff	1	H-85
		2nd Public	1	HL-263
3301	West Court Building	Lower Level	1	CR-1X
		2nd	1	CR-1X
		3rd	1	H-85
		4th	1	C-146/62P
		5th Staff	1	CR-1X
		6th Staff	1	CR-1X
3301	Elections	1st	1	HL-263
	County Recorder	1st	1	C415-A
	Court Room Services	1st	1	C-146 & CR-1
3303	East Court Building	Lower Level	1	CR-1X
		1st	2	CR-1X
		2nd	1	HL-263
		3rd	1	HL-263
		4th	1	CR-1X
		5th	1	CR-1X
		6th	1	CR-1X
		7th	1	CR-1X
		8th	1	CR-1X
		9th	1	CR-1X
3304	Supervisors Auditorium	1st	2	C-146/H85
		1st	1	?
3305	Central Court Building	Lower Level	1	PK-525
		1st	1	CR-1X
		2nd	1	C-415
		3rd	1	C-415
		4th Public	1	Cat-118
		4th Civil	1	Cat-74
		4th Jury	1	CR-1X
		5th Public	1	C-415
		5th Jury	1	Cat 74 & 118
		6th Public	1	CR-1X
		6th Staff	1	Cat-74
		7th Public	1	CR-1X
		7th Staff	1	CR-1X
		8th Public	1	C-415
		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		8th Jury	1	Cat-74
		9th Public	1	CR-1X
		9th Jury	1	Cat-74
		9th Jury	1	Cat-74
		9th Jury	1	KEY # 82
		10th Public	1	CR-1X
		10th Jury	1	Cat-74 & 118
		10th Jury	1	Cat-74
		10th Jury	1	Cat-74
		11th Public	1	CR-1X

SERIAL 10086-RFP

		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		11th Jury	1	Cat-74
		12th Public	1	Cat-118
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		12th Jury	1	Cat-74
		13th Public	1	CR-1X
		13th Jury	1	CR-1X
		13th Jury	1	Cat-74
		13th Jury	1	Cat-74
3310	Administration Building	Lower Level	1	C-146/H85
		1st	1	C-146/H85
		2nd Staff	1	C-146/62P
		2nd	1	CR-1X
		3rd	1	CR-1X
		4th	1	C-146/H85
		5th	1	C-146/H85
		6th	1	C-146/H85
		7th	1	C-146/H85
		8th	1	C-146/H85
		9th	1	CR-1X
		10th	1	C-146/H85
3311	Facilities Management	1	1	C-415 & C118
3315	Jackson Street Garage	1	1	CR-1X
		LL Public	1	CR-1X
		LL Staff	1	CR-1X
		LL Staff	1	CR-1X
3319	Justice Court - Downtown	n/a	10	n/a
3320	Forensic Science Center	1st Staff	1	H-85
3401	Old Court House	Lower Level	1	CR-1X
		1st	1	HL-263
		2nd	1	Cat-74
		3rd	1	CR-1X
		4th	1	H-85
		5th	1	H-85
		6th	1	E114
3846	Public Health	1st Public	1	CH-751
		1st Staff	1	CH-751
		1st Staff	1	CH-751
		2nd Staff	1	CH-751
		2nd Staff	1	CH-751
3853	Northeast Regional Court	1st	6	H85

SERIAL 10086-RFP

3933	Adult Probation Southport	1st Staff	1	CR-1X
4137	Security Center	1st	1	C-415
		2nd Public	1	C-415
		2nd Staff	1	C-415
		3rd	1	C-415
		4th	1	C-415
		5th	1	C-415
		6th	1	C-415
		7th	1	C-415
		8th	1	C-415
		9th	1	C-415
		10th	1	C-415
		11th	1	C-415
		13th	1	C-415
4157	Security Building	1-A	1	C-415
		2	1	C-415
		3	1	C-415
		4	1	C-415
		5	1	C-415
		6	1	C-415
		7	1	C-415
		8	1	C-415
6202	Materials Management	1st	1	CR-1
		2nd	1	CR-1
	Sheriffs Warehouse	1st	1	CR-1
6205	Elections	1st	1	H-85

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



EXPOSURE CONTROL PLAN

VARSITY CONTRACTORS

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

District / Mail:		Date of Preparation:	
Facility:			

In accordance with OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

B. Exposure Determination

OSHA requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category: (list job classifications)

In addition, OSHA requires a listing of job classifications where some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure also are required to be listed in order to clearly understand which employees are considered to have occupational exposure. The job classifications and associated tasks for these

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



categories are as follows:

Job Classification	Task/Procedure

C. Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. At this facility the following engineering controls will be employed: *(List controls, such as gloves, etc.)*

The above controls will be examined and maintained on a regular schedule.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA requires that these facilities be readily accessible after exposure. *(If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.)* When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks and responsibilities to ensure maintenance and accessibility of these alternatives.

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_____ (*List name of position/person, e.g. supervisors*) shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

They shall also ensure that if employees incur exposure to their skin or mucous membranes, those areas are washed or flushed with water as soon as feasible following contact.

2. Contaminated Equipment / Area

_____ (*Insert name of position/person*) is responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

3. Personal Protective Equipment (PPE)

PPE Provision

_____ (*Insert name of position/person*) is responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed in leak-proof containers.

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up

General

Varsity Contractors, Inc shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure and conduct post-exposure follow-up to employees who have had an exposure incident.

The (*insert position/person*) _____ shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

- Made available at no cost to the employee
- Made available to the employee at a reasonable time and place;
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

_____ (*insert name of position/person*) is in charge of the Hepatitis B vaccination program. (*Where appropriate: We contract with* _____ *to provide this service.*)

Hepatitis B vaccination shall be made available after an employee has received the training in occupational exposure (see Section 13, "Information and Training") and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that an employee is immune or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the offered Hepatitis B vaccination shall sign an OSHA-required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



Health Service at a future date, such booster doses shall be made available.

Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to *(list who has responsibility for investigation of exposure incidents)*:

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
 - Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
Employers may need to modify this provision in accordance with applicable local laws on this subject. Modifications should be listed here:
-
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the *(insert name of position/person)*
 - shall establish that legally required consent cannot be obtained. When the source
 - individual's consent is not required by law, the source individual's blood, if available,
 - shall be tested and the results documented.
 - If a source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

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Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a) After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
- b) The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be performed by: *(name of clinic)*

Name: _____ Telephone Number _____

Address: _____ hours open _____

Information Provided to the Health Care Professional(s)

The *(District/Site, or Mail Manager)* _____ shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation; and
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



5. Information and Training

_____ (*insert name of position/person*) is assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

- A copy of the standard and an explanation of its contents;
- A discussion of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the Varsity Contractors, Inc Bloodborne Pathogen Exposure Control Plan (this program) and how to obtain a copy;
- The recognition of tasks that may involve exposure;
- An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment;
- Information on the types, use, location, removal, handling, decontamination and disposal of PPEs;
- An explanation of the basis of selection of PPEs;
- Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits and that it will be provided free of charge;
- Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

EXHIBIT B-6

EXPOSURE CONTROL PROGRAM



Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

6. Recordkeeping

Medical Records

_____ (*insert name of position/person*) is responsible for maintaining medical records (indicated below). These records will be kept (*insert location*) _____. (*If you contract for post-exposure follow-up and Hepatitis B vaccination evaluation, make sure that your contract language includes provisions for recordkeeping that are consistent with the requirements of 1910.20.*)

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

Training Records

_____ (*insert name of position/person*) is responsible for maintaining the following training records. These records will be kept (*insert location*) _____.

Training records must be maintained for three years from the date of training. The following information will be documented:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training; and
- The names and job titles of all persons attending the training sessions.

Availability

All of an employee's records are available to the employee in accordance with 29 CFR 1910.20.

All of an employee's records are available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

7. Evaluation and Review

_____ (*District/Site, or Mall Manager*) is responsible for annually reviewing this program, its effectiveness and for updating this program as needed.

8. Dates

All provisions required by this standard will be implemented by:
_____ (*insert date for implementation of the provisions of the standard*).

9. Outside Contractors

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

**EXHIBIT B-6
EXPOSURE CONTROL PROGRAM**



**VARSITY CONTRACTORS, INC
TRAINING GUIDE**



**AN EXPLANATION OF THE
HEPATITIS B VIRUS AND VACCINATION**

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



AN EXPLANATION OF THE HEPATITIS B VIRUS AND VACCINATION

All employees who have been identified as having exposure to blood or other potentially infectious materials through the exposure determination described in the Varsity Bloodborne Pathogens Exposure Control Plan will be offered the Hepatitis B vaccine series at no cost within ten days of initial assignment unless:

- ✓ The employee has previously received the series.
- ✓ Antibody testing reveals that the employee is immune.
- ✓ Medical reasons prevent taking the vaccination; or
- ✓ The employee chooses not to participate.

Prior to vaccination, a Doctor or other health care professional will provide the affected employee with information on the Hepatitis B vaccine addressing its safety, benefits, efficacy and methods of administration.

All occupationally exposed employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline HB vaccination, then the employee must sign a copy of the declination statement in Appendix A of the Exposure Control Plan. The copy will be kept in the employee's file. Employees who decline may request and obtain the vaccination at a later date at no cost.

KEY POINTS

Hepatitis B Vaccine

- ✓ The Hepatitis B vaccine (Energix-B) provides a complete immunization against the Hepatitis B virus.
- ✓ Approximately 90% of healthy adults develop protective antibodies after immunization, although responsiveness declines slightly with age.
- ✓ Vaccine is about 85-90% effective in preventing infection.
- ✓ Employees will not be charged to receive the vaccine. In addition, it will be offered during normally scheduled work hours.

Indications

- ✓ Vaccine is recommended for people having occupational exposure to blood or other potentially infectious materials and who are not already immune to HBV.

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



○ Antibody Testing

- ✓ Testing for antibodies will be done before vaccination to find out the immune status of the individual.
- ✓ Those who have HBV antibodies will be considered immune and will not need to get the vaccination.

○ Adult Vaccination

- ✓ Adult vaccination consists of a series of three shots to be given at certain intervals.
- ✓ Full protection is not achieved until the third shot is received.
- ✓ Vaccination of people already immune to HBV will not cause adverse effects.

○ Revaccination

- ✓ No recommendations can be made at this time- duration of protection and need for boosters isn't yet known.

○ Side Effects

- ✓ Side effects consist mostly of soreness at the site of injection as well as some fatigue.
- ✓ Other side effects, though less common, include swelling, redness, fever and headaches but usually disappear after about two days.
- ✓ Other uncommon reactions occurring in the first few days after injection include nausea, depression, and muscle and joint pain.
- ✓ Rare side effects include fever over 102 degrees and rash.

○ Precautions

- ✓ Those who experience hypersensitivity to any of the vaccination components should avoid immunization.
- ✓ Vaccination should be postponed if the person has a serious active infection.
- ✓ Information not yet available on the safety of the vaccine for a developing fetus, but it is believed that the risk is negligible.
- ✓ Those people taking medication suppressing their natural immune responses should receive increased dosages of vaccination.

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



COMMENTS

The following quoted material is a more detailed explanation of the Hepatitis B virus and vaccine provided by:

Eric Smith, M.D.
Board Certified in Occupational Medicine
Vancouver Occupational Medical Center

Hepatitis B Vaccine

"Hepatitis B vaccine immunizes against infection caused by all known subtypes of Hepatitis B virus. Energix-B is a non-infectious subunit viral vaccine derived from Hepatitis B surface antigen produced in yeast cells. It has been treated with formaldehyde and absorbed onto aluminum hydroxide. It contains thimerosal (a mercury derivative) as a preservative. Over 10,000 individuals have been given Energix-B with no serious adverse reactions attributable to vaccine administration. An average of over 90% of healthy adults developed protective antibodies, although responsiveness to the vaccine is age-dependent, (percentage of seroconversion rates decline slightly with increasing age). Vaccines against Hepatitis B persons and protection against illness was complete for those who developed antibodies after vaccination, but before exposure."

Indications

"The vaccine is recommended for persons who are at increased risk of HBV infection and who are demonstrated to be susceptible to HBV. Risk is based on frequency of contact with blood or blood products from infectious patients. Hospital employees without exposure to blood are at no greater risk than the general population."

HB Antibody testing

"HB surface antibody testing will be performed prior to administration of the vaccine to determine immune status of the individual after exposure to blood or body fluids, but not for elective vaccination. Persons who have HBV antibodies will be considered immune and do not need the vaccine."

Adult Vaccination

"Primary adult vaccination consists of a series of three intramuscular doses of 1.0 ml each. The deltoid muscle is the preferred site for injection. The second and third doses follow the first by one and six months respectively. Administration of doses at longer intervals are equally protective, but optimal protection is not achieved until after the third dose. Vaccination of HBV carriers or persons who are already immune will not cause therapeutic or adverse effects."

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⦿ Revaccination

"Revaccination recommendations have not been made at this time, since the duration of protection and need for boosters is not yet known. Protective antibody titers have persisted during three years of observation, although a gradual decline in titers had been observed. Despite this decline, protection against infection appears to persist."

⦿ Side Effects

"Side effects among the vaccinated recipients did not differ significantly from placebo recipients and consisted mostly of soreness at the injection site and fatigue. Less common local reactions included swelling, redness, warmth or hardening of the tissue, fever, headache and dizziness, and usually disappeared within 48 hours. Other infrequent reactions occurring in the first few days after vaccination were malaise, nausea, and muscle and joint pain. Uncommon reported effects are fever greater than 102 degrees and rash."

⦿ Precautions

"Precautions include the following: (1) avoid vaccination for individuals with hypersensitivity to any vaccination components, (2) postpone vaccination if the individual has a serious active infection, (3) note that data is not available on the safety of the vaccine for the developing fetus, but because it contains only non-infectious HBsAg particles, the risk to the fetus from the vaccine should be negligible. (In contrast, HBV infection in a pregnant woman may result in severe disease for the mother and chronic infection for the newborn), and (4) give immunosuppressed individuals three 2.0 ml doses."

**EXHIBIT B-6
EXPOSURE CONTROL PROGRAM**



**VARSITY CONTRACTORS, INC
TRAINING GUIDE**



**BLOODBORNE DISEASES:
SYMPTOMS OF INFECTION AND MODES OF
TRANSMISSION**

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



BLOODBORNE DISEASES: HOW INFECTIONS OCCUR, SYMPTOMS OF INFECTION & WAYS OF TRANSMISSION

HOW INFECTIONS OCCUR:

The disease process begins when a germ (pathogen) gets into the body. When certain pathogens enter the body, they can sometimes overpower the body's defense systems and cause you to get sick. This sickness is called an infection. Most infectious diseases are caused by one of six kinds of pathogens. The most common are bacteria and viruses.

Bacteria can be found everywhere. They don't depend on other living organisms to live and can live outside of the human body. Most bacteria don't infect humans, but those that do can cause you to get seriously sick. Meningitis, scarlet fever and tetanus are some examples of bacteria that can cause disease. The body has difficulty fighting diseases caused by bacteria. Medications prescribed by a Doctor, such as antibiotics, can usually kill the bacteria or weaken them just enough for the body to get rid of them. Common types of antibiotics include penicillin, erythromycin and tetracycline.

Unlike bacteria, viruses depend on other organisms to live and reproduce. Viruses cause many diseases, including the common cold. Once established inside of the body, they are difficult to eliminate because so few medications are effective. Since antibiotics don't kill or even weaken viruses, the body's own immune system becomes the main defense against them.

The body's immune system, however, is very good at fighting off disease. Its basic weapons are the white blood cells. Special white blood cells travel around the body and until they identify invading pathogens. Once detected, these white blood cells will gather around it and release antibodies to fight the infection.

These antibodies attack the pathogen and weaken or destroy it. Antibodies are very effective and can get rid of most pathogens. However, once inside the body, some pathogens will thrive if the conditions are right and overwhelm the immune system. To minimize this possibility, the body relies upon the skin as protection to keep pathogens out.

This combination of trying to keep pathogens out of the body and destroying them if any get in is necessary for good health. Sometimes though, the body will not be able to fight off infection. When this happens, the invading pathogen can become established inside of the body and cause serious infection. Fever and feeling nausea are common signs that the body is fighting an infection. Other common signs are headaches, exhaustion and vomiting.

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



HOW DISEASES SPREAD:

For a disease to be transmitted, all four of the following conditions must be met. If any one of these conditions is missing, an infection cannot occur:

- ✓ A pathogen is present.
- ✓ There is enough of the pathogen to cause disease.
- ✓ A person is susceptible to the pathogen.
- ✓ The pathogen passes through the correct entry site.

A pathogen is a disease causing agent like a microorganism or germ. Pathogens can enter the body in any one of four ways:

- ✓ **Direct contact:**
Direct transmission occurs when a person touches body fluids from an infected person.
- ✓ **Indirect contact:**
Indirect contact transmission occurs when a person touches objects that have touched the blood or another body fluid, such as saliva and vomit, of an infected person. These include equipment and work surfaces with which an infected person comes in contact.
- ✓ **Airborne:**
Airborne transmission occurs when a person breathes in droplets that become airborne when an infected person coughs or sneezes.
- ✓ **Vector-borne:**
Vector transmission occurs when an animal, such as a dog or raccoon, or an insect, such as a tick, transmits a pathogen into the body through a bite. A bite from an infected human is also a vector-borne transmission.

DISEASES THAT CAUSE CONCERN:

Some diseases, such as the common cold, are short-lived and rarely cause serious problems. There are other diseases, however, that cause more severe problems. You should be familiar with diseases that can have serious consequences if transmitted. These include herpes, meningitis, tuberculosis, hepatitis and HIV infection, the virus that causes AIDS.

Herpes

There are several viruses that can cause herpes infections. These viruses cause infections of the skin and mucous membranes. They are very easily passed by on direct contact. The herpes virus stays inactive until stimulated. The early stages of herpes may cause headache, sore throat, swelling of the lymph glands, and a general ill feeling. Sometimes swelling occurs around the lips and mouth where small sores like blisters may form. These are commonly called cold sores.

In a more serious form of herpes, sores appear on the face, neck, and shoulders. Another form of herpes causes sores in the genital area. Since antibiotics do not work against viruses, the infection runs its course and becomes inactive for a while. Then it flares up again. Herpes is usually transmitted through direct contact with sores. It enters through an opening in the skin or through mucous membranes, such as in the mouth or eyes. You should avoid unprotected contact with people who have active herpes.

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⦿ Meningitis

Meningitis is a severe infection of the covering of the brain and spinal cord. It can be caused by either viruses or bacteria. It is easily transmitted by direct, indirect, and airborne means. You can get the viral form of meningitis from contaminated food and water. Bacterial meningitis can be transmitted through the mucous in the nose and mouth. These germs might be passed if an infected person coughs near your face or if you come in direct contact with the person's mucous. You could get bacterial meningitis from unprotected rescue breathing.

Although meningitis is more common in infants and young children, adults are not immune. The first signals are often respiratory infections, sore throat, stiff neck, rash, nausea, and vomiting. An infected person may quickly become seriously ill. In its advanced stages, a person may become unconscious. Meningitis, if treated early, is rarely fatal.

⦿ Tuberculosis

Tuberculosis most often affects the respiratory system. The bacteria that cause this disease live in the lungs. Infection occurs mainly by inhaling droplets that contain the bacteria. The disease causes weight loss, night sweats, occasional fever, and a general feeling of tiredness. The signals often develop gradually so people may not notice the early stages. People who do not know they have tuberculosis may even remain in fairly good health for a long time before they rapidly become ill. If the victim is not coughing and you have no contact with material coughed up by the patient, you are unlikely to be infected.

⦿ Hepatitis

Hepatitis is an inflammation of the liver. The most common forms of hepatitis are caused by alcohol abuse, drugs, or other chemicals and cannot be transmitted. Viruses, however, can also cause hepatitis. The two most common types of viral hepatitis are type A and type B.

Hepatitis A is also called infectious hepatitis. It is common in children. It is often transmitted by contact with food or other products soiled by the stool of an infected person. Parents may get the disease from their children by changing diapers. Shellfish and water containing the virus also can transmit hepatitis A.

At first, people with hepatitis A feel as if they have the flu. Later, their skin may become a yellowish color, a condition called jaundice. Hepatitis A usually does not have serious consequences.

Hepatitis B is a severe liver infection caused by the hepatitis B virus. Hepatitis B is transmitted by sexual contact and blood-to-blood contact from transfusion, needle sticks, cuts, scrapes, sores, and skin irritations. Hepatitis B has also been found in other body fluids, such as saliva.

Hepatitis B is not transmitted by casual contact, such as shaking hands, nor is it transmitted by indirect contact with objects like drinking fountains or telephones. Your risk most often occurs in unprotected direct or indirect contact with infected blood.

The signals of hepatitis B are similar to the flu-like signals of hepatitis A. Hepatitis B infections can be fatal. The disease may be in the body for up to six months before signals appear. The person may then overlook the flu-like signals. Some people can even develop chronic hepatitis after recovering from the early signals.

Non-A/non-B hepatitis is a third form of hepatitis. If a virus cannot be clearly identified as hepatitis A or hepatitis B, it is labeled non-A/non-B. There are several strains of non-A/non-B hepatitis.

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Recently, one strain has been identified and labeled hepatitis C. It is believed that hepatitis C is transmitted in the same manner as hepatitis B. The signals present with hepatitis C are similar to those of hepatitis B.

○ HIV

AIDS (acquired immune deficiency syndrome) is caused by HIV and is a result of a weakened immune system. HIV attacks white blood cells and destroys the body's ability to fight infections. The infections that strike people whose immune systems are weakened by

HIV or other conditions include severe pneumonia and fungal infections of the mouth and esophagus. HIV-infected people may also develop Kaposi's sarcoma and other unusual cancers.

People infected with HIV may not feel or look sick. A blood test, however, can detect the HIV antibody. When the infected person shows signs of having certain infections or cancers, he or she may be diagnosed as having AIDS. The infections can cause severe fatigue, fever, night sweats, unexplained weight loss, chronic diarrhea, shortness of breath, swollen lymph nodes, and skin lesions. In the advanced stages, AIDS is a very serious condition. Victims get life-threatening infections.

It is important to remember the following points about the transmission of HIV:

1. HIV cannot be spread through casual contact.
2. The virus that causes HIV infection is easily killed by alcohol, chlorine bleach, and other common disinfectants. You cannot bring a dead virus back to life by adding water.
3. HIV is known to be transmitted only through exposure to infected blood, semen, vaginal secretions, or (rarely) breast milk. This can occur by:
 - ✓ Having unprotected sex with an infected partner, male or female.
 - ✓ Being exposed to blood through use of soiled equipment or supplies, needle stick injuries, or blood splashed on mucous membranes or broken skin.
 - ✓ Sharing needles or syringes for street drugs, steroids, or ear piercing.
 - ✓ Being infected as an unborn child or shortly after birth by an infected mother.

HOW DISEASES ARE TRANSMITTED

Disease	Signs & Symptoms	How Transmitted	Infective Material
Herpes	Sores, general ill feeling, sore throat	Direct contact	Broken skin, mucous membranes
Meningitis	Respiratory illness, sore throat, nausea, vomiting	Airborne, direct and indirect contact	Food, water and mucous
Tuberculosis	Weight loss, night sweats, occasional fever, general ill feeling	Airborne, direct and indirect contact	Mucous, broken skin
Hepatitis	Flu-like, jaundice	Direct and indirect contact	Blood, saliva, semen, feces, food, water
HIV	Fever, night sweats, weight loss, diarrhea, sores, severe fatigue, shortness of breath, swollen lymph nodes	Direct and indirect contact	Blood, semen, vaginal fluid

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OSHA Fact Sheets

01/01/1992 - Bloodborne pathogens final standard

[◀ OSHA Fact Sheets - Table of Contents](#)

- **Record Type:** Fact Sheets
- **Subject:** Bloodborne pathogens final standard
- **Information Date:** 01/01/1992
- **Fact Sheet:** 92-46

U.S. Department of Labor
Program Highlights

Fact Sheet No. OSHA 92-46

BLOODBORNE PATHOGENS FINAL STANDARD: SUMMARY OF KEY PROVISIONS

PURPOSE: Limits occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens which could lead to disease or death.

SCOPE: Covers **all employees who** could be "reasonably anticipated" as the result of performing their job duties to **face contact with blood** and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. "Good Samaritan" acts such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. They also include any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV)- containing cell or tissue cultures, organ cultures and HIV or hepatitis B (HBV)-containing culture medium or other solutions as well as blood, organs or other tissues from experimental animals infected with HIV or HBV.

EXPOSURE CONTROL PLAN: Requires employers to **identify, in writing**, tasks and procedures as well as job classifications **where occupational exposure to blood occurs**-without regard to personal protective clothing and equipment. It must also set forth the

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schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan must be accessible to employees and available to OSHA. Employers must review and update it at least annually--more often if necessary to accommodate workplace changes.

METHODS OF COMPLIANCE: Mandates **universal precautions**, (treating body fluids/materials as if infectious) **emphasizing engineering and work practice controls**. The standard stresses handwashing and requires employers to provide facilities and ensure that employees use them following exposure to blood. It sets forth procedures to minimize needlesticks, minimize splashing and spraying of blood, ensure appropriate packaging of specimens and regulated wastes and decontaminate equipment or label it as contaminated before shipping to servicing facilities.

Employers must provide, at no cost, and require employees to use appropriate **personal protective equipment** such as gloves, gowns, masks, mouthpieces and resuscitation bags and must clean, repair and replace these when necessary. Gloves are not necessarily required for routine phlebotomies in volunteer blood donation centers but must be made available to employees who want them.

The standard requires a **written schedule for cleaning**, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets forth standards for containers for these items and other regulated waste. Further, the standard includes provisions for handling contaminated laundry to minimize exposures.

HIV AND HBV RESEARCH LABORATORIES AND PRODUCTION

FACILITIES: Calls for these facilities to follow **standard microbiological practices** and specifies additional practices intended to minimize exposures of employees working with concentrated viruses and reduce the risk of accidental exposure for other employees at the facility. These facilities must include required containment equipment and an autoclave for decontamination of regulated waste and must be constructed to limit risks and enable easy clean up. **Additional training and experience requirements** apply to workers in these facilities.

HEPATITIS B VACCINATION: Requires vaccinations to be made **available to all employees who have occupational exposure to blood** within 10 working days of assignment, at no cost, at a reasonable time and place, under the supervision of licensed physician/licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Service (USPHS). **Prescreening may not be required** as a condition of receiving the vaccine. Employees must sign a **declination form** if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Should booster doses later be recommended by the USPHS, employees must be offered them.

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EXPOSURE CONTROL PROGRAM



POST-EXPOSURE EVALUATION AND FOLLOW-UP: Specifies procedures to be made available to all employees who have had an exposure incident plus any laboratory tests must be conducted by an accredited laboratory at no cost to the employee. Follow-up must include a **confidential medical evaluation** documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if he/she consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Healthcare professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for hepatitis B vaccination following the exposure. Information such as the employee's ability to receive the hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

HAZARD COMMUNICATION: Requires warning labels including the **orange or orange-red biohazard symbol** affixed to containers of regulated waste, refrigerators and freezers and other containers which are used to store or transport blood or other potentially infectious materials. **Red bags** or containers **may be used** instead of labeling. When a facility uses universal precautions in its handling of all specimens, labeling is not required within the facility. Likewise, when all laundry is handled with universal precautions, the laundry need not be labelled. Blood which has been tested and found free of HIV or HBV and released for clinical use, and regulated waste which has been decontaminated, need not be labeled. **Signs** must be used to **identify restricted areas** in HIV and HBV research laboratories and production facilities.

INFORMATION AND TRAINING: Mandates **training within 90 days** of effective date, **initially** upon assignment and **annually**--employees who have received appropriate training within the past year need only receive additional training in items not previously covered. Training must include making accessible a copy of the regulatory text of the standard and explanation of its contents, general discussion on bloodborne diseases and their transmission, exposure control plan, engineering and work practice controls, personal protective equipment, hepatitis B vaccine, response to emergencies involving blood, how to handle exposure incidents, the post-exposure evaluation and follow-up program, signs/labels/color-coding. There must be **opportunity for questions and answers**, and the **trainer must be knowledgeable** in the subject matter. **Laboratory and production facility workers** must receive **additional specialized initial training**.

RECORDKEEPING: Calls for medical records to be kept for each employee with occupational exposure for the **duration of employment plus 30 years**, must be **confidential** and must include name and social security number; hepatitis B vaccination status (including dates); results of any examinations, medical testing and follow-up procedures; a copy of the healthcare professional's written opinion; and a copy of information provided to the healthcare professional. Training records must be maintained for three years and must include dates, contents of the training program or a summary, trainer's name and qualifications, names and job titles of all persons attending the sessions. Medical records must be made **available to the subject employee**, anyone with written consent of the employee, OSHA and NIOSH--they are not available to the

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employer. Disposal of records must be in accord with OSHA's standard covering access to records.

DATES: Effective date: March 6 1992. **Exposure control plan:** May 5, 1992.
Information and training requirements and recordkeeping: June 4, 1992. And the following **other provisions** take effect on July 6, 1992: engineering and work practice controls, personal protective equipment, housekeeping, special provisions covering HIV and HBV research laboratories and production facilities, hepatitis B vaccination and post-exposure evaluation and follow-up and labels and signs.

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EXPOSURE CONTROL PROGRAM



VARSITY CONTRACTORS, INC
BLOODBORNE PATHOGENS PROGRAM



GLOSSARY OF
COMMONLY USED TERMS

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



GLOSSARY

Bacteria:

One-celled microorganisms that may cause infections.

Blood:

A fluid that circulates in the heart, arteries, capillaries and veins of a vertebrate animal carrying nourishment and oxygen to and bringing away waste products from all parts of the body.

Bloodborne Pathogens:

Bacteria and viruses present in human blood and other bodily fluids that can cause disease in humans.

Contaminated:

Soiled by blood or other bodily fluids of an infected person.

Contaminated Sharps:

Any contaminated object that can penetrate the skin such as needles, broken glass and box knife blades.

Decontamination:

The act of physically or chemically removing, inactivating or destroying bloodborne pathogens on a surface to the point where they are no longer capable of transmitting infectious particles and the surface is made safe for using or disposing of.

Direct Contact Transmission:

The transmission of a disease by touching the body fluids of an infected person.

Engineering Controls:

Procedures or equipment that isolate and remove hazards from the workplace.

Exposure Control Plan:

A plan created by the employer to protect its employees from infection by identifying which jobs require special employee training, the use of personal protective equipment and immunizations.

Exposure Determination:

The identification and documentation of jobs where exposure to blood can occur.

Exposure Incident:

Direct or indirect contact with blood or other potentially infectious materials resulting from the performance of an employee's duties.

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Hepatitis:

A viral infection of the liver.

Hepatitis A:

A type of hepatitis passed on by contact with food or other products contaminated by the stool of an infected person.

Hepatitis B:

A type of hepatitis passed on by sexual contact and blood-to-blood contact.

Hepatitis C:

One strain of non-A/non-B hepatitis.

Hepatitis non-A/non-B:

Forms of hepatitis that can't be identified as Hepatitis A or Hepatitis B.

Herpes:

A viral infection that causes blister-like sores on the skin and mucous membranes, like the mouth and eyes.

HIV (Human Immunodeficiency Virus):

The virus that destroys the body's ability to fight an infection.

Immune System:

Various defenses the body uses for fighting disease. A few examples of such defenses are white blood cells, antibodies and skin.

Immunization:

A specific substance made up of weakened or killed pathogens put in to the body to help build resistance to a specific kind of infection.

Indirect Contact Transmission:

Disease transmitted by touching a contaminated object.

Infection:

A condition caused by disease causing pathogens, or germs, entering the body.

Lymph Nodes:

One of many small oval structures that filter the lymph (a fluid in the body) and fight infection.

Meningitis:

An inflammation of the brain or spinal cord caused by a viral or bacterial infection.

Mucous Membrane:

A thin sheet of tissue that covers a structure or lines a cavity like the mouth or nose.

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Occupational Exposure

Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may happen as a result of an employee performing their duties.

OSHA (Occupational Safety and Health Administration):

The federal agency responsible for developing, administering and enforcing employment-related health and safety regulations.

OPIM (Other Potentially Infectious Materials):

1. The following human body fluids:

-Brain	-Vaginal
-Abdominal	-Semen
-Spinal	-Saliva in dental procedures
-Lung	-Any fluid visibly contaminated with blood
-Heart	-All body fluids in situations difficult to tell the difference between other body fluids
-Tendon	-Fluid from the womb of a pregnant woman
2. Cell or tissue cultures containing HIV, organ cultures, and HIV or HBV-containing culture medium or other solutions. Also blood, organs, or other tissues from experimental animals infected with HIV or HBV.
3. Any detached internal or external tissue or organ of a human, living or dead.

Parenteral:

Piercing of the mucous membranes (eyes, mouth, etc.) or the skin by such objects as needles, human bites, cuts and abrasions.

Pathogen:

A microorganism or germ that causes disease.

Personal Protective Equipment:

Special clothing or equipment worn by the employee to protect them against a hazard. Examples include goggles, shoe covers, aprons, etc.

Regulated Waste:

- Blood, other potentially infectious materials.
- Contaminated items that would release blood or other potentially infectious materials if compressed.
- Items caked with dried blood or other potentially infectious materials that are capable of being released when handled.
- Contaminated sharps.

Skin:

A tough, elastic membrane that covers the entire surface of the body.

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**Source Individual:**

Any person, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee.

Sterilize:

A physical or chemical method used to destroy all germs.

Tuberculosis:

A respiratory disease caused by bacteria.

Universal Precautions:

Procedures to control the spread of infection. According to this concept, all human blood and certain human body fluids are treated as if known to be infected with HIV, HBV and other bloodborne pathogens.

Vaccine:

A medical substance containing dead or weakened viruses, bacteria or germs that's put into the body to prevent, kill or treat a disease.

Vector Transmission:

Disease transmitted through a bite by a human, animal or insect.

Virus:

Germs that require another living organism to live and reproduce.

Work Practice Controls:

Procedures that reduce the chance of exposure by changing the way a particular task is done.

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



****VARSITY CONTRACTORS TEST****

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

COMPILED BY: NELSON LUTZ

Name: _____

Date: _____

Score: _____

(Total points possible-66)

PART ONE: PLEASE CIRCLE THE CORRECT ANSWER. (12 points possible)

1. What is the purpose of the Bloodborne Pathogen Standard?
 - A. To protect employees from being exposed to blood or other kinds of potentially infectious material because of the diseases they may contain.
 - B. To protect workers in the health care industry who face high risks of being infected as a result of occupational exposure to bloodborne pathogens.
 - C. To protect employees from being exposed to HBV, HIV and Tuberculosis, the three diseases most likely to be encountered when being exposed to blood or other potentially infectious materials.

2. Employees having occupational exposure means those who may reasonably be expected to encounter blood or other kinds of other potentially infectious materials while performing their duties. Are employees considered to have occupational exposure *even if* they wear protective equipment?

Yes No

3. How often is the plan updated?

A. Annually B. Semi-annually C. Whenever changes are made

4. Disposable latex gloves may be washed or decontaminated for re-use so long as their ability to protect is not compromised.

True False

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5. Varsity requires that employees who have been identified as having exposure to blood or other potentially infectious materials to obtain a Hepatitis B vaccination.

True False

6. If an employee is tested by a physician who determines that the individual is immune to certain bloodborne pathogens, like HBV or HIV, they are not required to be covered under the Standard.

True False

7. Circle the symbol that stands for "Biohazard."



8. All employees are required to be covered under the Standard if it is determined that they will have occupational exposure to blood or other potentially infectious materials.

True False

9. If personal clothing becomes contaminated, what should you do?

- A. Take it home to wash using hot water.
- B. Discard using proper procedures.

10. The purpose of Varsity's written Exposure Control Plan is to outline policies and procedures to eliminate or reduce employee exposure.

True False

11. Latex utility gloves may be washed or decontaminated for re-use so long as their ability to protect is not compromised.

True False

EXHIBIT B-6 EXPOSURE CONTROL PROGRAM



12. What is the name of the agency that enforces the Bloodborne Pathogen Standard?

- | | |
|----------|--|
| A. WISHA | B. U.S. Department of Labor |
| C. OSHA | D. National Department of Labor and Industries |

PART TWO: PLEASE FILL IN THE BLANKS WITH THE CORRECT ANSWER(S). (42 points possible)

1. List the signs and symptoms of these diseases:

A. Tuberculosis: _____

B. Hepatitis: _____

C. HIV: _____

2. Name three engineering controls we currently use.

A. _____

B. _____

C. _____

3. Name the locations where personal protective equipment are kept

4. When does the disease process actually begin?

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5. List places that a copy of our company's exposure control plan can be found.

6. Where are the locations that biohazard waste containers can be found?

7. Personal protective equipment is considered acceptable only if:

8. When completing an accident report for an employee who has had an exposure incident, details of the exposure *must* include:

A. _____

B. _____

9. What part of the body's immune system is considered the basic weapon for fighting off disease?

10. List five bodily fluids considered to be potentially infectious.

A. _____

D. _____

B. _____

E. _____

C. _____

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11. Although feminine hygiene products, such as tampons and maxi-pads, are considered biohazardous waste, they do not require special labeling or disposal into a biohazard waste container. There are, however, two requirements that must be met when dealing with such materials. What are they?

A. _____

B. _____

12. If its reasonably anticipated that splashes, sprays, spatters, droplets of blood or other potentially infectious materials may come into contact with any part of the body, what protective equipment must be worn besides gloves? List three examples:

A. _____ B. _____ C. _____

13. What is the name of the only chemical approved for use in a biohazard cleanup involving blood?

14. What do antibiotics do?

15. Name the specific locations where sharps containers are placed for our employees to discard sharps into.

16. After removing and discarding your contaminated gloves and/or other personal protective equipment upon completing a biohazard cleanup, what is the first thing you must do?

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EXPOSURE CONTROL PROGRAM



17. What is the *proper* way to pick-up contaminated broken glassware?

18. What should you *immediately* do if blood or other potentially infectious material comes into contact with your skin or mucous membranes?

19. What four conditions must be met in order for a disease to be transmitted?

A. _____

B. _____

C. _____

D. _____

20. Name four examples of personal protective equipment.

A. _____ C. _____

B. _____ D. _____

21. List the four ways a disease can enter the body:

A. _____ C. _____

B. _____ D. _____

22. Adult vaccination consists of a series of _____ (how many?) shots given at certain intervals.

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PART THREE: PLEASE PUT THE LETTER OF THE CORRECT ANSWER INTO THE CORRESPONDING BLANKS: (12 points possible)

1.		Concept where all human blood and certain human body fluids are treated as if known to be infectuous,	A. Bloodborne Pathogen
2.		Special clothing or equipment worn by the employee to protect them against a hazard.	B. Direct Contact Transmission
3.		Bacteria and viruses present in human blood and other bodily fluids that can cause disease in humans.	C. Exposure Incident
4.		A condition caused by disease causing pathogens, or germs entering the body.	D. Tuberculosis
5.		The transmission of a disease by touching the body fluids of an infected person	E. Personal Protective Equipment
6.		Reasonably anticipated contact with blood or other potentially infectious materials that may happen as a result of the employee performing his/her duties.	F. Pathogen
7.		A virus that destroys the body's ability to fight infection.	G. Occupational Exposure
8.		Direct or indirect contact with blood/other potentially infectious materials resulting from an employee performing their duties.	H. Universal Precautions
9.		A microorganism or germ that causes disease.	I. Infection
10.		A viral infection of the liver.	J. HIV
11.		A thin sheet of tissue that covers a structure or lines a cavity like the mouth or nose.	K. Hepatitis
12.		A respiratory disease caused by bacteria.	L. Mucous Membrane

EXHIBIT B-7

QUALITY CONTROL PROGRAM



QUALITY ASSURANCE PLAN

We ensure performance and compliance to our service level agreement standards...and with Varsity, you'll have the technology to prove it!

QUALITY AUDITS

Varsity quality audits evaluate cleaning performance results. Frequencies are either defined in the service level agreement or in collaboration with the customer. Varsity quality audits are completed using handheld devices and then synchronized real-time to the web for accurate, time-series reporting of performance. When an audit detail fails, a work order is generated and tracked online through a closed loop communication process.



SYSTEM AUDITS

System audits validate compliance to the JanOPS SHAPE™ standards and processes. This way you get the assurance your building remains compliant to contract scope, service level agreement, GreenSeal and LEED certification standards. System audits also use our hand-held quality assurance technology.

ORGANIZATIONAL AUDITS

Standards within the JanOPS® Operating System require our district offices to certify annually. Certification is divided into bronze, silver and gold. Each level drives the district towards higher levels of sustainability, discipline and quality. For example, bronze requires the use of sustainable janitorial products, silver requires the use of JanOPS SHAPE™ designed processes, and gold requires more disciplined HR practices in selection and training.

Region	Orange Region
Period	Multiple Years

Average of Avg. Score									
CHSRI	Area	Active Bldgs	Month	Bldgs Compliant	% of Bldgs Compliant	Total Bldgs Inspected	% of Bldgs Audited	Total Compliant Audits	Total Audit Score
Frontier District	Area 18 (House HK and CES)	24	Mar	24	100	24	100	24	95.78
			Apr	0	0	0	0	0	0
			May	0	0	0	0	0	0
			Jun	23	100	23	100	23	98.79
			Jul	22	100	22	100	22	100
			Aug	24	100	24	100	24	100
			Sep	24	100	24	100	24	100
			Oct	24	100	24	100	24	100
			Nov	24	100	24	100	24	100
			Dec	24	100	24	100	24	100
			Jan	22	100	22	100	22	100
			Feb	0	0	0	0	0	0
	Area 34 (Tri Cities CES)	22	Mar	22	100	22	100	22	100
			Apr	0	0	0	0	0	0
			May	0	0	0	0	0	0
			Jun	22	100	22	100	22	100
			Jul	22	100	22	100	22	100
			Aug	22	100	22	100	22	100
			Sep	18	72.73	18	72.73	18	144
			Oct	18	84.85	18	84.85	18	135
			Nov	22	100	22	100	22	100
			Dec	22	100	22	100	22	100
			Jan	0	0	0	0	0	0
			Feb	0	0	0	0	0	0
	Area 34 (Tri Cities HK)	19	Mar	19	100	19	100	19	100
			Apr	0	0	0	0	0	0
			May	0	0	0	0	0	0
			Jun	0	0	0	0	0	0
			Jul	0	0	0	0	0	0
			Aug	0	0	0	0	0	0
			Sep	0	0	0	0	0	0
			Oct	0	0	0	0	0	0
			Nov	0	0	0	0	0	0
			Dec	0	0	0	0	0	0
			Jan	0	0	0	0	0	0
			Feb	0	0	0	0	0	0

EXHIBIT B-7 QUALITY CONTROL PROGRAM



QA TECHNOLOGY

Know, Understand and Act On Performance in Your Facility

Your peace of mind and measurement of repeatable success depends on timely and accurate communication regarding the status of your facility. JanOPS comes with robust technology that includes a web and hand-held based facility information system. Our system is a complete solution for online work order, periodic work, quality audits, and reporting—giving you a single source for facility data that relates to cleaning. With our offering, you will be empowered to know, understand and act based on our operating system's performance.

1: KNOW the Status of Your Facility

Our information system gives you cleaning related data at your fingertips. It uses data to drive decisions and continuous improvement!

- View data specific to your facility
- Know the details from audits for your building
- Know the completion date of your periodic work
- Know when audits and work orders are scheduled
- Know the status of your work orders

Building	Account	Category	Verify Manager	Open	Sched.
<input type="checkbox"/> Plaz/ Academic	University of T	FAC	Colombi, Luis	2	1
<input type="checkbox"/> Hous. Material	University of T	HRM	Colombi, Luis	2	0
<input type="checkbox"/> General	General	General	Mar, John	4	1

2: UNDERSTAND the Impact of Your Janitorial Contractor

Customers who contract with us enjoy the following benefits from our customer reporting system:

- Quick and convenient work order creation.
- Easily managed work orders, periodic work, and inspections.
- Reporting module that allows you to front favorite reports for convenient retrieval.
- Real-time key performance indicators that display accurate, contract performance metrics.



3: ACT by Completing Your Own Audits and Submitting Work Orders

You can conduct audits using a Windows® or Blackberry® phone or handheld device, or submit work orders directly from your desktop. You can even customize audits to any task using the rating system you define! With fields for subject, priority, location, and work order type, our simple interface allows you to input the information that will clearly communicate your needs. This information will then be used to communicate which actions our specialists need to perform. The information also allows you to generate powerful reports providing you with trends and predictive data.

- Customize audits to your facility's requirements and rating system
- Get a local signature, and synchronize data from the handheld
- Submit a work order and track it from cradle to grave

EXHIBIT B-7 QUALITY CONTROL PROGRAM



PERIODIC WORK MANAGEMENT

Many contractors get away with a lower cost by allowing periodic work to be either reduced in frequency or left undone. With Varsity, all periodic tasks are accountable through our VEKTR periodic work management system. VEKTR schedules periodic work orders automatically and provides completion reports through the following steps.

- 1) Periodic task frequencies, due dates, and details are entered using the VEKTR website.
- 2) VEKTR creates and distributes detailed work orders for the completion of periodic tasks by email. A listing of scheduled periodic work orders can be seen on your online VEKTR calendar.
- 3) A Varsity employee completes the periodic tasks and marks it complete using the VEKTR website or the VEKTR Smartphone application. Pictures or signature approvals can be attached to the completed work order.
- 4) Additionally VEKTR can facilitate detailed customized audits with full reporting available online. This functionality could replace manual log books.
- 5) Customized reporting is available as needed.

We would also be glad to give a live VEKTR demonstration upon request.

EXHIBIT B-8

HAZARD COMMUNICATION PROGRAM



HAZARD COMMUNICATION PLAN

HAZCOM



Hazard Communication Program

INTRODUCTION

Varsity Contractors Inc. has developed a comprehensive Hazard Communication (HAZCOM) program to ensure that information on the hazards of materials used in our operations is communicated to our employees. Hazardous materials include solids, liquids and gases containing health and/or physical hazards. The program is intended to meet all requirements of OSHA's Hazard Communication Standard, CFR 1910.1200.

Due to the fact that the OSHA Standard defines "hazardous material" very broadly, nearly all materials in our work areas are covered. These include purchased hazardous materials, materials used by qualified Varsity subcontractors, Non Varsity materials under the care, use and custody of employees, process by-products, laboratory chemicals, and hazardous chemical waste (covered under another standard and Varsity Contractor program).

The Varsity Contractors HAZCOM program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The HAZCOM program consists of six basic elements as listed below:

- A written HAZCOM program
- An inventory of hazardous chemical products
- An inventory of Material Safety Data Sheets
- A labeling procedure for hazardous material containers
- A HAZCOM employee training
- Non routine tasks/ contractor requirements

It is Varsity Contractors policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective HAZCOM program consistent with federal, state, and local health and safety regulations. To attain this objec-

tive, all Varsity Contractors employees must include HAZCOM compliance as an essential consideration in all phases of their work. The Varsity Contractors HAZCOM program is a cooperative effort between management and employees.

Definitions

1. **Hazardous Substance:** Any substance which is a physical or health hazard or is included in the List of Hazardous Substances as listed by local, state, or federal regulations.
2. **Health Hazard:** A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes substances that are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.
3. **Label:** Any written, printed or graphic material displayed on or affixed to containers of hazardous substances that is used to describe their contents.
4. **Material Safety Data Sheet (MSDS):** Written or printed material concerning a hazardous substance, which is prepared in accordance with GISO 5194 (g).
5. **Physical hazard:** A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.



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EXHIBIT B-8

HAZARD COMMUNICATION PROGRAM



HAZCOM



Hazard Communication Program

WRITTEN PROGRAM

Risk Management Department

- Provides District, mall or site technical assistance with written program, MSDS interpretation, safe work practices, and material selection
- Provides training resources
- Audits company, regional, district and site programs on a periodic basis
- Ensures workplace compliance with the written HAZCOM program and OSHA.CFR 1910.1200.

Managers/supervisors

- Maintains an inventory of all hazardous materials, used or stored in the workplace.
- Maintains an MSDS file/binder for inventoried hazardous materials.
- Trains new employees on specific hazards and safety precautions for hazardous substances.
- Trains all employees on hazards of a newly introduced chemical product.
Examples of this specific training include:
 - a. Personal protective equipment to be worn.
 - b. Health and physical hazards of each chemical product.
 - c. Review of the Varsity Contractors written HAZCOM program.
- Ensures that all chemical containers have proper labeling.
- Monitors contractor / subcontractor work and programs, ensuring safety and conformance to HAZCOM standards

Employees

- Follow all material safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
- Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems

or issues. Chemical safety suggestions to management are encouraged.

HAZCOM Program coordinator is the district/site or mall manager

Name: _____

- Coordinates HAZCOM Standard compliance activities
- Maintains an up-to-date hazardous substance inventory for all areas.
- Requests current MSDSs directly from chemical manufacturers and suppliers.
- Posts in a conspicuous place (usually the janitors closet) a list of all hazardous substances present at that location (account) and a notice of where additional information concerning those substances is available.
- Ensures that area managers and supervisors are aware of their HAZCOM program functional responsibilities.
- Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
- Maintains a copy of the OSHA Hazard Communication Standard.
- Maintains HAZCOM training documentation.

The following sections briefly highlight the policies and regulatory compliance program of Varsity Contractors concerning hazardous chemicals in the workplace.

Labeling

Varsity Contractors will use and preserve the original manufacturer labels and instructions. Whenever any materials are transferred to secondary containers, the new container will immediately be labeled with the following:

1. Common material name;
2. Primary physical or health hazard; and



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EXHIBIT B-8 HAZARD COMMUNICATION PROGRAM



HAZCOM



Hazard Communication Program

3. Address of the manufacturer. Small quantities of secondary container product, if in the control of an employee and used fully within a shift, need not be labeled.

Material Safety Data Sheets (MSDS)

The HAZCOM Coordinator is responsible for obtaining and distributing MSDSs to managers and supervisors for all chemical substances in the account. MSDS files/binders are maintained by area managers and supervisors and are easily accessible to employees by being kept in a designated janitor's closet.

Chemical Inventories

An inventory of chemical products used or stored is maintained by each area manager and supervisor and posted in the designated janitor's closet. The HAZCOM coordinator maintains a master inventory of all chemical products used or stored within the district/site or mall. All inventories are updated as new chemicals are introduced or old chemicals phased-out. Updated inventories are posted and copies are provided to the HAZCOM Coordinator noting new chemical additions. Expired MSDS, or those pertaining to materials removed from service, are to be annotated on the inventory, and kept in archived files.

Employee Information and Training

Prior to starting work, each employee will receive orientation and training in the following HAZCOM topics:

- An overview of the OSHA requirements contained in 1910.1200 (General Industry) and 1926.59 (Construction) – Hazard Communication standard
- Materials used and present in the workplace
- Location and availability of the written policy and MSDS
- Physical and health effects of hazardous materials

- Methods and detection techniques for overexposure
- How to read and interpret an MSDS
- Specific material safe work practices
- Original and secondary container labeling
- Non routine tasks and working with contractors

Employees will receive refresher training at the following triggers:

1. New materials with significant health or physical hazards are introduced;
2. When the employee changes jobs or takes on new tasks;
3. When unsafe work practices are observed;
4. When an actual injury or near miss occurs; and
5. On an annual basis if no intervening trigger.

Documentation: Training records for all employees trained will be retained for review by outside regulatory agencies.

Non-routine Tasks and Emergencies: Employees who may be involved with non-routine tasks and emergency situation will be trained regarding special chemical hazards. Records will document this training. Emergency situations refer primarily to response to accidental chemical spills and leaks.

Notification and Information

- A. **On-site Contractors:** On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working for Varsity Contractors Inc. The HAZCOM coordinator has the responsibility for making available to contractors and their subcontractor's information normally available to Varsity Contractors employees. Contractors will provide the HAZCOM coordinator copies of their own written policy and program; scope of work (including hazardous materials brought to the site); inventory and quantity of materials; proof of employee hazard communication training; and disposal methods of waste, bi products and empty




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EXHIBIT B-8 HAZARD COMMUNICATION PROGRAM




HAZCOM



Hazard
Communication Program

containers. Any job exposing Varsity Contractor employees or others to potential harmful health and/or physical hazards, needs to be proactively communicated to the HAZCOM coordinator.

B. Varsity Contractors Employee Information: All employees, or their designated representatives, may obtain further information on the HAZCOM program, chemical inventory lists, MSDSs, and the OSHA Hazard Communication Standard by contacting the Varsity Contractors HAZCOM coordinator.



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EXHIBIT B-8 HAZARD COMMUNICATION PROGRAM



HAZCOM



**Fire
Protection**

NFPA - NATIONAL FIRE PROTECTION ASSOCIATION

DEFINITION

The National Fire Protection Association, NFPA, a private non-profit organization, is the leading authoritative source of technical background, data, and consumer advice on fire protection, problems and prevention. Their web site is <http://www.nfpa.org/>.

The primary goal of NFPA is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically-based consensus codes and standards, research, training, and education.

NFPA has over 300 codes worldwide which are for sale through their web site. These codes cover every conceivable topic including basic fire safety, the National Electrical Code, and life safety. These codes are developed and updated through an open process, ensuring their broad acceptance.

MSDS RELEVANCE

While NFPA codes cover several aspects of flammable materials pertinent to MSDS's, perhaps the most significant is the NFPA 704 Hazard Identification ratings system (the familiar NFPA "hazard diamond" shown on the right) for health, flammability, and instability. The NFPA's Fire Protection Guide to Hazardous Materials, 13th edition includes NFPA 704, "Standard System for the Identification of the Hazards of Materials for Emergency Response" as well as pertinent information from a variety of other NFPA publications (including NFPA 704 ratings for over 3,000 specific chemicals, information not included with NFPA 704).

What do the numbers and symbols on an NFPA fire diamond mean? The diamond is broken into four sec-

tions. Numbers in the three colored sections range from 0 (least severe hazard) to 4 (most severe hazard). The fourth (white) section is left blank and is used only to denote special fire fighting measures/hazards.

At first glance, the HMIS® and NFPA labeling systems appear quite similar. Both have four sections colored blue, red, yellow and white. HMIS® uses colored bars, while NFPA uses colored diamonds. HMIS® attempts to convey full health warning information to all employees while NFPA is meant primarily for fire fighters and other emergency responders.

Some employers use hybrids of the two systems. For example, they will use an NFPA hazard diamond, but the white section is used to denote both personal protective equipment (PPE) and/or special hazards. Both the NFPA and NPCA discourage mixing of the two systems in this manner. OSHA permits one to use any labeling system as long as it meets their labeling performance requirements. Thus, if you use a hybrid system at your location, your employees must be properly trained in using it and be made aware of these potential conflicts.



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EXHIBIT B-8

HAZARD COMMUNICATION PROGRAM



HAZCOM



HEALTH HAZARD



4	Very short exposure could cause death or serious residual injury even though prompt medical attention was given.
3	Short exposure could cause serious temporary or residual injury even though prompt medical attention is given.
2	Intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical attention is given.
1	Exposure could cause irritation but only minor residual injury even if no treatment is given.
0	Exposure under fire conditions would offer no hazard beyond that of ordinary combustible materials.

FLAMMABILITY



4	Will rapidly or completely vaporize at normal pressure and temperature, or is readily dispersed in air and will burn readily.
3	Liquids and solids that can be ignited under almost all ambient conditions.
2	Must be moderately heated or exposed to relatively high temperature before ignition can occur.
1	Must be preheated before ignition can occur.
0	Materials that will not burn.

INSTABILITY



4	Readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures.
3	Capable of explosive reaction, but requires a strong source or must be heated under confinement, or reacts explosively with water.
2	Normally unstable and readily undergo violent decomposition but do not detonate. Also: may react violently with water or may form potentially explosive mixtures with water.
1	Normally stable, but can become unstable at elevated temperatures and pressures or may react with water with some release of energy, but not violently.
0	Normally stable, even under fire exposure conditions, and are not reactive with water.



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EXHIBIT B-8 HAZARD COMMUNICATION PROGRAM



HAZCOM



SPECIAL HAZARDS	
OX	This denotes an oxidizer, a chemical which can greatly increase the rate of combustion/fire.
W	Unusual reactivity with water. This indicates a potential hazard using water to fight a fire involving this material
The following are not compliant with NFPA 704, but are presented here in case you see them on an MSDS or container label	
ACID	This indicates that the material is an acid, a corrosive material that has a pH lower than 7.0.
ALK	This denotes an alkaline material, also called a base. These caustic materials have a pH greater than 7.0.
COR	This denotes a material that is corrosive (it could be either an acid or a base.
	This is another symbol used for corrosive.
	The skull and crossbones is used to denote a poison or highly toxic material. See also: CHIP Danger symbols.
	The international symbol for radioactivity is used to denote radioactive hazards; radioactive materials are extremely hazardous when inhaled.
	Indicates an explosive material. This symbol is somewhat redundant because explosives are easily recognized by their Instability Rating.



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VARSITY CONTRACTORS, INC., 8930 N. 78TH AVENUE, PEORIA, AZ 85345

PRICING SHEET: 9103901

Terms:	NET 30
Vendor Number:	W000008270 X
Telephone Number:	623/937-0000
Fax Number:	623/937-2654
Contact Person:	Kip Whiting
E-mail Address:	kwhiting@varsitycontractors.com
Certificates of Insurance	Required
Contract Period:	To cover the period ending February 28, 2014.